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1985

**REPORT**

OF THE

**OFFICERS**

**OF**

**CHESHIRE COUNTY**



For The Year

Ending December 31, 1985

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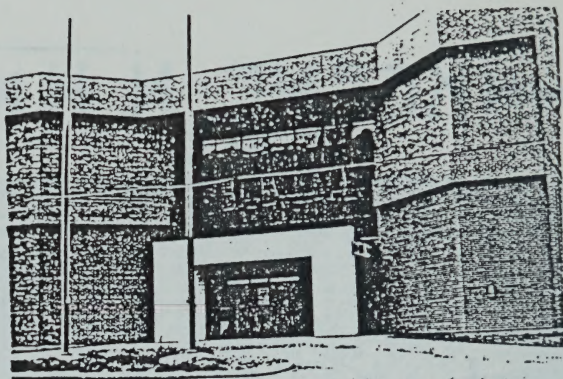


—=☼ KEENE, N. H. ☼=—

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CHESHIRE COUNTY COURTHOUSE



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# COUNTY OFFICERS

## Commissioners

David G. Adams	Westmoreland
David E. Cheney	Marlborough
Jane P. Lane	Keene

## County Coordinator

Donna Drouin	Keene
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## Treasurer

Whalen B. Dunn	Keene
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## Attorney

Edward J. O'Brien	Keene
Albert Rubega, Assistant	Sullivan

## Sheriff

Kenneth N. Lysitt	Keene
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## Clerk of Superior Court

Stillman D. Rogers	Keene
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## Judge of Probate

Peter S. Espieffs	Keene
-------------------	-------

## Register of Probate

Phyllis J. Parker	Keene
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## Register of Deeds

Evelyn S. Hubal	Keene
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## Welfare Director

Mimi Barber	Keene
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## Medical Examiner

Charles E. Schofield	Keene
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## Superintendent of Farm, Jail, and Maplewood Home

Richard A. Wilson	Westmoreland
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## Director of Nursing Services

Harriet T. Davenport	Westmoreland
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## Physicians at Maplewood Nursing Home

William H. Tatum, M.D.	Walpole
Barry L. Stern, M.D.	Keene
Richard A. Sancturay, M.D.	Walpole

# MEMBERS OF CHESHIRE COUNTY CONVENTION

District 1 - Alstead, Walpole David Young Jeffrey C. Miller*	Alstead Walpole
District 2 - Chesterfield, Surry, Westmoreland Helen Burley Joann T. Morse	Chesterfield Chesterfield
District 3 - Hinsdale, Winchester Robert Delano Robert P. Secord Elmer L. Johnson	Hinsdale Winchester Winchester
District 4 - Gilsum, Marlow, Stoddard, Sullivan Daniel A. Eaton	Stoddard
District 5 - Dublin, Harrisville, Marlborough Nelson, Roxbury Irvin H. Gordon* William A. Riley*	Marlborough Nelson
District 6 - Jaffrey Clayton H. Crane Richard A. Grodin	Jaffrey Jaffrey
District 7 - Troy William R. Matson*	Troy
District 8 - Fitzwilliam, Richmond Jesse F. David*	Fitzwilliam
District 9 - Rindge Dale E. Thompson	Rindge
District 10 - Swanzey David M. Perry* Margaret A. Ramsay*	Swanzey Swanzey
District 11 - Fitzwilliam, Richmond, Rindge, Swanzey Ralph Parker	Swanzey
District 12 - Keene, Ward 1 William J. Sullivan	Keene
District 13 - Keene, Ward 2 Susan Schwartz	Keene
District 14 - Keene, Ward 3 William Arnott	Keene
District 15 - Keene, Ward 4 Frederick T. Frink	Keene
District 16 - Keene, Ward 5 Paul G. Blacketor Andrea A. Scranton	Keene Keene
District 17 - Keene, Wards 1,2,3,4, and 5 David A. Ridge Patricia T. Russell	Keene Keene

\* Cheshire County Executive Committee Member

COMMISSIONERS REPORT FOR 1985

To the Citizens of Cheshire County:

Pursuant to N.H. RSA 30, hereto is the Commissioners report for 1985 as prepared by the Clerk of the Board.

The 1985 Cheshire County budget of \$8.3 million was adopted by the delegation on March 23, 1985 and it included funds for computerization of the business operations of the county. The Commissioners began by choosing a Computer Consultant, Stephen Armfield, of Bedford, New Hampshire, to advise them and county staff in searching for a system. A long process of requesting and reviewing bids, demonstrations by vendors and negotiations for hardware and software resulted in a reorganization of the business operations of the county. All financial business was moved to one location at Maplewood Nursing Home and a County Comptroller was hired. In November, the Commissioners purchased computer hardware and governmental and nursing home software and look forward to implementing this purchase and providing better reporting of county finance in 1986 and beyond.

In 1985, the Commissioners also worked with a Jail Subcommittee of Delegation members on a proposal to increase the size of the Cheshire County Jail and House of Correction to meet current and future needs. A proposal will be presented to the delegation and the public in 1986.

New state legislation regarding the welfare system resulted in several months of planning on the part of Commissioners and the Welfare Director, Mimi Barber, as responsibilities of the county and the towns were changed.

In 1985 the Commissioners began negotiating a lease with the State of New Hampshire whereby beginning in 1986 the state will lease the space it needs at the Cheshire County Court House for Superior Court needs and Probate Court needs.

The Cheshire County Commissioners wish to recognize and acknowledge the dedicated service provided to county citizens by county employees and to thank all county citizens and delegation members for their continued support.

Respectfully submitted,

Jane P. Lane, Clerk  
Cheshire County Board of Commissioners





TREASURER'S REPORT FOR CHESHIRE COUNTY

To the Board of Commissioners of the County of Cheshire:

Gentlemen: I hereby submit the report of the Treasurer of  
the County of Cheshire for the year ending December 31, 1985.

	<u>REVENUE</u>	
Alstead	\$ 86,595	
Chesterfield	206,099	
Dublin	133,702	
Fitzwilliam	131,483	
Gilsum	31,946	
Harrisville	72,915	
Hinsdale	158,364	
Jaffrey	304,970	
Keene	1,165,600	
Marlborough	89,590	
Marlow	37,715	
Nelson	43,150	
Richmond	41,819	
Rindge	216,452	
Roxbury	12,239	
Stoddard	91,513	
Sullivan	24,847	
Surry	42,780	
Swansey	268,845	
Troy	81,160	
Walpole	216,192	
Westmoreland	90,367	
Winchester	149,157	
	<u>TAXES SUBTOTAL</u>	<u>\$3,697,500</u>
Miscellaneous income	23,372	
Register of Deeds Fees	260,283	
State Litter Grant	25,460	
Sheriff's Dept. Fees	46,648	
Fire Mutual Aid	84,128	
Interest Income	198,795	
State reimbursement on bond maturity	4,626	
Direct and reimbursement	22,279	
Child board and care reimbursement	15,522	
Federal revenue sharing funds used	174,588	
Alcohol crisis intervention center	17,664	
NHMT unemployment comp.	19,426	
Maplewood Nursing Home	3,221,745	
Farm	216,864	
	<u>\$8,028,900</u>	
Fund Balance Used to Reduce 1985 Appropriation	571,000	
	<u>TOTAL REVENUE</u>	<u>\$8,599,900</u>

County of Cheshire Capital Reserve

Balance January 1, 1985	\$25,547.00
Interest	<u>1,973.00</u>
Balance on hand, December 31, 1985	\$27,520.00

Nursing Home Equipment Capital Reserve

Balance January 1, 1985	\$ 2,869.00
Interest	<u>155.00</u>
Balance on hand, December 31, 1985	\$ 3,024.00

Farm Equipment Capital Reserve

Balance January 1, 1985	\$13,775.00
Interest	<u>925.00</u>
Balance on hand, December 31, 1985	\$14,700.00

Respectfully Submitted,

Whalen B. Dunn  
Treasurer

DAVID L. CONNORS & CO., P.C.  
Certified Public Accountants  
194A Pleasant St. • Concord, N.H. 03301 • 603-225-7772

Board of County Commissioners  
County of Cheshire, New Hampshire

Gentlemen:

We have examined the combined financial statements of the County of Cheshire, New Hampshire, as of and for the year ended December 31, 1985, as listed in the table of contents. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances, except as stated in the following paragraph.

The County has not maintained complete records of its general fixed assets. The general fixed assets account group included in these financial statements has been prepared using both actual and estimated historical costs provided by county management and current appraisal data provided by insurance companies. Generally accepted accounting principles require that fixed asset values should be determined and maintained at historical cost. Because we were unable to satisfy ourselves by appropriate audit tests or by other means, and as a result of incomplete records, we are unable to express an opinion on the accompanying financial statements of the general fixed asset account group.

In our opinion, the financial statements listed in the foregoing table of contents, other than the financial statement of the general fixed asset account group, present fairly the financial position of the County of Cheshire, New Hampshire, at December 31, 1985 and the results of its operations and the changes in financial position of its proprietary fund type for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

*David L. Connors & Co. P.C.* -

June 10, 1986





Exhibit 1

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Combined Balance Sheet  
All Fund Types and Account Groups  
December 31, 1985

	<u>Governmental Fund Type</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>
<u>ASSETS</u>			
Cash	\$1,405,113	83,417	42,220
Accounts receivable	22,744	-	-
Due from other funds	80,498	-	-
Intergovernmental receivables	-	45,839	-
Inventories	-	-	-
Prepaid expenses	7,106	-	-
Property, plant and equipment, net	-	-	-
Amount required to be provided in the future for retirement of debt	-	-	-
<u>Total Assets</u>	<u>\$1,515,461</u>	<u>\$ 129,256</u>	<u>\$ 42,220</u>
<u>LIABILITIES AND FUND EQUITY</u>			
<u>Liabilities</u>			
Accounts payable	\$ 528,330	-	-
Accrued expenses	551	-	-
Due to patients and other agencies	-	-	-
Due to other funds	6,267	43,174	-
General obligation bonds and notes payable	-	-	-
<u>Total Liabilities</u>	<u>535,148</u>	<u>43,174</u>	<u>-</u>
<u>Fund Equity</u>			
Investment in general fixed assets	-	-	-
Retained earnings	-	-	-
Unreserved	-	-	-
Reserved for specific capital outlay	-	-	-
Fund balance:			
Reserved for specific capital projects	55,000	-	-
Reserved for Alcohol Crisis Center	-	647	-
Unreserved:			
Undesignated	925,313	85,435	42,220
<u>Total Fund Equity</u>	<u>980,313</u>	<u>86,082</u>	<u>42,220</u>
<u>Total Liabilities And Fund Equity</u>	<u>\$1,515,461</u>	<u>\$ 129,256</u>	<u>\$ 42,220</u>

The accompanying notes are an integral part of this combined balance sheet.

Exhibit 1

Proprietary Fund Type Enterprise, Nursing Home	Fiduciary Fund Type  Agency	Account Groups		Total (Memorandum Only) December 31, 1985
		General Fixed Assets	General Long-Term Debt	
\$ 3,224	\$ 235,490	\$ -	\$ -	\$ 1,769,464
245,132	11,753	-	-	279,629
6,267	-	-	-	86,765
-	550	-	-	46,389
85,341	-	-	-	85,341
3,399	-	-	-	10,505
3,291,925	-	5,807,347	-	9,099,272
-	-	-	2,101,157	2,101,157
<u>\$3,635,288</u>	<u>\$ 247,793</u>	<u>\$5,807,347</u>	<u>\$2,101,157</u>	<u>\$13,478,522</u>
\$ 47,214	128,185	-	-	703,729
132,827	-	-	-	133,378
-	82,284	-	-	82,284
-	37,324	-	-	86,765
<u>2,749,843</u>	<u>-</u>	<u>-</u>	<u>2,101,157</u>	<u>4,851,000</u>
<u>2,929,884</u>	<u>247,793</u>	<u>-</u>	<u>2,101,157</u>	<u>5,857,156</u>
-	-	5,807,347	-	5,807,347
702,380	-	-	-	702,380
3,024	-	-	-	3,024
-	-	-	-	55,000
-	-	-	-	647
-	-	-	-	1,052,968
<u>705,404</u>	<u>-</u>	<u>5,807,347</u>	<u>-</u>	<u>7,621,366</u>
<u>\$3,635,288</u>	<u>\$ 247,793</u>	<u>\$5,807,347</u>	<u>\$2,101,157</u>	<u>\$13,478,522</u>

The accompanying notes are an integral part of this combined balance sheet.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Combined Statement of Revenues, Expenditures and Changes in Fund Balance  
All Governmental Fund Types  
For the Year Ended December 31, 1985

	Governmental Fund Types			Total (Memorandum Only) December 31, 1985
	General	Special Revenue	Capital Projects	
<u>Revenues</u>				
Taxes	\$3,697,500	\$ -	\$ -	\$3,697,500
Intergovernmental	126,555	222,701	-	349,256
Charges for services	314,768	-	-	314,768
Other	42,798	1,285	-	44,083
County farm	216,864	-	-	216,864
Interest	198,795	4,189	2,898	205,882
Refunds	-	9,474	-	9,474
<u>Total Revenues</u>	<u>4,597,280</u>	<u>237,649</u>	<u>2,898</u>	<u>4,837,327</u>
<u>Expenditures</u>				
General government	2,928,394	539,227	-	3,467,621
House of correction	331,956	-	-	331,956
Prisoners held in other institutions	12,312	-	-	12,312
County farm	187,565	-	-	187,565
Capital outlay	153,718	6,856	-	160,574
Debt service	315,164	-	-	315,164
<u>Total Expenditures</u>	<u>3,929,109</u>	<u>546,083</u>	<u>-</u>	<u>4,475,192</u>
<u>Excess (Deficiency) of Revenues over Expenditures</u>	<u>668,171</u>	<u>(308,434)</u>	<u>2,898</u>	<u>362,635</u>
<u>Other Financing Sources (Uses)</u>				
Operating transfers in	-	326,048	-	326,048
Operating transfers out	(345,267)	-	-	(345,267)
<u>Total Other Financing Sources (Uses)</u>	<u>(345,267)</u>	<u>326,048</u>	<u>-</u>	<u>(19,219)</u>
<u>Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses</u>	<u>322,904</u>	<u>17,614</u>	<u>2,898</u>	<u>343,416</u>
Fund balance, beginning of year as restated	<u>657,409</u>	<u>68,468</u>	<u>39,322</u>	<u>765,199</u>
<u>Fund Balance, End of Year</u>	<u>\$ 980,313</u>	<u>\$ 86,082</u>	<u>\$ 42,220</u>	<u>\$1,108,615</u>

The accompanying notes are an integral part of this statement.





Exhibit 3

COUNTY OF CHESHIRE, NEW HAMPSHIRE

Combined Statement of Revenues, Expenditures and Changes in Fund Balance,  
Budget (GAAP Basis) and Actual - General and Special Revenue Fund Types  
For the Year Ended December 31, 1985

	General Fund		
	Budget	Actual	Actual Over/(Under) Budget
<u>Revenues</u>			
Taxes	\$3,697,500	\$3,697,500	\$ -
Intergovernmental	92,626	126,555	33,929
Charges for services	190,000	314,768	124,768
Other	45,850	42,798	(3,052)
County farm	199,600	216,864	17,264
Interest	200,000	198,795	(1,205)
Refunds	-	-	-
<u>Total Revenues</u>	<u>4,425,576</u>	<u>4,597,280</u>	<u>171,704</u>
<u>Expenditures</u>			
General government	3,131,537	2,928,394	(203,143)
House of correction	367,225	331,956	(35,269)
Prisoners held in other institutions	35,000	12,312	(22,688)
County farm	201,073	187,565	(13,508)
Capital outlay	146,763	153,718	6,955
Debt service	315,164	315,164	-
<u>Total Expenditures</u>	<u>4,196,762</u>	<u>3,929,109</u>	<u>(267,653)</u>
<u>Excess (Deficiency) of Revenues over</u> <u>Expenditures</u>	<u>228,814</u>	<u>668,171</u>	<u>439,357</u>
<u>Other Financing Sources (Uses)</u>			
Operating transfers in	-	-	-
Operating transfers out	(799,814)	(345,267)	(454,547)
<u>Total Other Financing Sources (Uses)</u>	<u>(799,814)</u>	<u>(345,267)</u>	<u>(454,547)</u>
<u>Excess (Deficiency) of Revenues and</u> <u>Other Financing Sources over</u> <u>Expenditures and Other Uses</u>	<u>(571,000)*</u>	<u>322,904</u>	<u>893,904</u>
Fund balance, beginning of year as restated	652,445	657,409	4,964
<u>Fund Balance, End of Year</u>	<u>\$ 81,445</u>	<u>\$ 980,313</u>	<u>\$ 898,868</u>

\* \$571,000 was appropriated to reduce 1985 taxes.

The accompanying notes are an integral part of this statement.

Special Revenue Funds			Total (Memorandum Only) December 31, 1985		
Budget	Actual	Actual Over/(Under) Budget	Budget	Actual	Actual Over/(Under) Budget
\$ -	\$ -	\$ -	\$3,697,500	\$3,697,500	\$ -
229,826	222,701	(9,125)	322,452	349,256	26,804
-	-	-	190,000	314,768	124,768
-	1,285	1,285	45,850	44,083	(1,767)
-	-	-	199,600	216,864	17,264
-	4,189	4,189	200,000	202,984	2,984
-	9,474	9,474	-	9,474	9,474
<u>229,826</u>	<u>237,649</u>	<u>7,823</u>	<u>4,655,402</u>	<u>4,834,929</u>	<u>179,527</u>
552,811	539,227	(13,584)	3,684,348	3,467,621	(216,727)
-	-	-	367,225	331,956	(35,269)
-	-	-	35,000	12,312	(22,688)
-	-	-	201,073	187,565	(13,508)
3,150	6,856	3,706	149,913	160,574	10,661
-	-	-	315,164	315,164	-
<u>555,961</u>	<u>546,083</u>	<u>(9,878)</u>	<u>4,752,723</u>	<u>4,475,192</u>	<u>(277,531)</u>
(326,135)	(308,484)	(17,701)	(97,321)	359,737	459,058
326,135	326,048	(87)	326,135	326,048	(87)
-	-	-	(799,814)	(345,267)	(454,547)
<u>326,135</u>	<u>326,048</u>	<u>(87)</u>	<u>(473,679)</u>	<u>(19,219)</u>	<u>454,460</u>
-	17,614	17,614	(571,000)	340,518	911,518
-	68,468	68,468	652,445	725,877	73,432
<u>\$ -</u>	<u>\$ 86,082</u>	<u>\$ 86,082</u>	<u>\$ 81,445</u>	<u>\$1,066,395</u>	<u>\$ 984,950</u>

The accompanying notes are an integral part of this statement.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Combined Statement of Revenues, Expenses and Changes in Retained Earnings  
All Proprietary Fund Types  
For the Year Ended December 31, 1985

	<u>Proprietary Fund Type</u>	
	<u>Enterprise</u>	
<u>Operating Revenues</u>		
Charges for services	\$3,142,724	
Occupational therapy reimbursement	3,880	
Meals to jail	40,077	
Physicians' fees	13,498	
Resale supplies	2,028	
Medical supplies	8,638	
Miscellaneous	<u>3,063</u>	
<u>Total Operating Revenues</u>		\$3,213,908
<u>Operating Expenses</u>		
Administration	236,985	
Dietary	430,869	
Nursing	1,209,771	
Plant operations	351,900	
Laundry and linen	142,951	
Housekeeping	176,338	
Physicians and pharmacy	153,272	
Special services	6,974	
Activity	66,836	
Social services	37,656	
Occupational therapy	3,104	
Physical therapy	65,865	
Depreciation	<u>149,340</u>	
<u>Total Operating Expenses</u>		<u>\$3,031,861</u>
<u>Operating Income</u>		182,047
<u>Non-Operating Revenues (Expenses)</u>		
Worker's compensation refund	-	
Interest income	155	
Interest expense	<u>(207,374)</u>	
<u>Total Non-Operating Revenues</u>		
<u>(Expenses)</u>		<u>(207,219)</u>
<u>(Loss) Income Before Operating Transfers</u>		<u>(25,172)</u>
<u>Operating Transfer In:</u>		
General fund		<u>19,219</u>
<u>Net (Loss)</u>		<u>(5,953)</u>
Retained earnings, beginning of year		<u>711,357</u>
<u>Retained Earnings, End of Year</u>		<u>\$ 705,404</u>

The accompanying notes are an integral part of this statement.





COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Combined Statement of Changes in Financial Position  
All Proprietary Fund Types  
For the Year Ended December 31, 1985

	<u>Proprietary Fund Type</u>	
	<u>Enterprise</u>	
<u>Sources of Working Capital</u>		
Operations:		
Net income (Loss)	\$ (5,953)	
Depreciation	149,340	
<u>Total</u>		143,387
Proceeds from issuance of long-term notes	-	
<u>Total Sources of Working Capital</u>		<u>143,387</u>
<u>Uses of Working Capital</u>		
Current maturity of long-term debt	164,391	
Purchase of building additions and equipment	72,753	
Disposal of equipment	1,784	
<u>Total Uses of Working Capital</u>		238,928
<u>Decrease in Working Capital</u>		<u>\$ (95,541)</u>

ANALYSIS OF CHANGES IN WORKING CAPITAL

Increase (Decrease) in Current Assets

Cash reserved	\$ 155
Accounts receivable	(61,685)
Due from general fund	4,672
Inventories	17,728
Prepaid expense	(2,379)
<u>Net Decrease in Current Assets</u>	<u>\$ (41,509)</u>

Increase (Decrease) in Current Liabilities

Accounts payable	42,775
Accrued expenses	11,257
<u>Net Increase in Current Liabilities</u>	<u>54,032</u>
<u>Decrease in Working Capital</u>	<u>\$ (95,541)</u>

The accompanying notes are an integral part of this statement.



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985

1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to generally accepted accounting principles as applicable to governmental units.

The following is a summary of the more significant policies:

A. Basis of Presentation

The accounts of the county are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses. The various funds are grouped by type in the financial statements. The following fund types and account groups are used by the county:

GOVERNMENTAL FUNDS

General Fund - The general fund is the general operating fund of the county. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Capital Projects Funds - Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by special assessments or enterprise operations.

PROPRIETARY FUNDS

Enterprise Fund - The Enterprise Fund, Cheshire County Nursing Home, is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

FIDUCIARY FUNDS

Agency Funds - Agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

ACCOUNT GROUPS

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets Account Group - Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. The values for the general fixed assets shown in Note 2 of this report are based on historical costs as provided by county management and historical cost and current appraisal data as provided by insurance companies.

Assets purchased are recorded as expenditures in the Governmental Funds and capitalized at cost in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets.



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

General Long-Term Debt Account Group - Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds. It is the county's intention to retire these bonds from revenues generated by the governmental funds. The bonds bear the full faith and credit of the county.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

The proprietary funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Cheshire County Nursing Home bonded debt expected to be retired from Enterprise revenues is recorded as a liability of the Enterprise Fund. These bonds also bear the full faith and credit of the County and are not just the obligation of the Cheshire County Nursing Home.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

**B. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures for governmental funds are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule are principal and interest on general long-term debt which are recognized when due.

All proprietary funds are accounted for using the full accrual basis of accounting. Their revenues are recognized when earned, and their expenses are recognized when they are incurred.

**C. BUDGETS AND BUDGETARY ACCOUNTING**

The county follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The county commissioners shall deliver or mail to each member of the county convention who will be in office on the date that appropriations are voted, to the chairman of the board of selectmen in each town, the Mayor of each city within the county, and to the secretary of state prior to December 1, annually; their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.
2. Not earlier than ten nor later than twenty days after mailing of the commissioner's statement, there shall be held within the county at such time and place as the chairman of the county convention may specify, a public hearing on the budget estimates as submitted by the clerk of the county convention, with a summary of the budget as submitted, for publication in a newspaper of general circulation in the county at least three days prior to the date of said hearing.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

3. Twenty-eight days must have elapsed from the mailing of such operating budget before the county convention shall vote for the ensuing budget period.
4. The county convention shall adopt its annual budget within 90 days after the beginning of the calendar year.
5. The final form of the county budget shall be filed with the secretary of state's office and the commissioner of revenue administration no later than 30 days after the adoption of the budget.
6. The commissioners are authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the executive committee of the delegation.
7. Formal budgetary integration is employed as a management control device during the year for the general fund, special revenue funds and enterprise fund.
8. The county prepares one budget for all funds. For financial reporting purposes this budget is broken down between the various funds. Budgets for the general and special revenue funds are reported on a basis consistent with generally accepted accounting principles (GAAP). Budgets for the enterprise fund are adopted on a basis which is not consistent with GAAP. The budget for the enterprise fund is prepared on the modified accrual basis while GAAP requires full accrual basis.
9. Expenditures cannot exceed the appropriations for which the county convention has voted; except for the payment of judgments rendered against the county. All unencumbered and unexpended appropriations lapse at year end.
10. The commissioners may apply to the county convention for an appropriation to be made subsequent to the adoption of the annual county budget. The commissioners shall deliver or mail to each member of the county convention (who will be in office on the date of the convention vote on the proposed supplemental appropriation) and to the chairman of the board of selectmen in each town and the mayor of each city within the county and to the secretary of state a statement including the amount of the proposed supplemental appropriation and the objects for which the money is required. The commissioners shall schedule a public hearing on such appropriation to be held within 30 days of the mailing or delivery of said statement. Notice of the date of said hearing, and the date of the convention vote on the proposed appropriation shall accompany said statement. A supplemental county appropriation shall require a vote of the county convention.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

D. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the County as an extension of formal budgetary integration.

E. Interfund Receivables

Interfund loans receivable (reported in "Due From: asset accounts") are considered "available spendable resources".

F. Inventory

Inventory is valued at the lower of cost or market on a (first-in, first-out) basis for the proprietary and some agency funds and consists of expendable materials and supplies. All other funds do not recognize inventories.

G. Property, Plant and Equipment

Property, plant and equipment owned by the proprietary fund (Enterprise) fund - County Nursing Home is stated at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Enterprise Fund

Cheshire County Nursing Home building	15-40 Years
Cheshire County Nursing Home equipment	4-25 Years

H. Accrued Expenses

Accrued expenses of the enterprise fund (Cheshire County Nursing Home) are composed of the following:

Accrued payroll deduction - BC/BS	\$ 2,883	-
Accrued holiday and vacation	47,081	
Accrued payroll expense	50,127	
Accrued bond interest payable	32,640	
Accrued withholding	96	
	<u>\$132,827</u>	

I. Retained Earnings Reserved for Specific Capital Outlay

The \$3,024 shown as a reservation of fund balance in the enterprise fund retained earnings represents the remaining funds left after a sale of furniture at the old facility and accumulated interest.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

J. Revenues

Property tax revenue and other major county revenue sources are susceptible to accrual under the modified accrual basis of accounting.

Property tax revenues are collected by the towns and cities in the county district and are turned over to the county on an annual basis.

K. Total Columns (Memorandum Only) on Combined Statements

Total columns on the Combined Statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

L. Accumulation of Sick Leave and Vacation Leave

Sick Leave

Sick leave shall be accumulated at a rate of .83 days per month. Sick leave may be accumulated to a maximum of sixty days.

Upon accumulation of sixty days sick leave by an employee all sick leave days which the employee accumulated during each subsequent year after reaching the maximum shall be paid to the employee at the end of each year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years, nor are they eligible to be paid for unused sick time should they terminate their employment.

Vacation and Holiday Leave

For the commissioners' office holiday and vacation days must be used in the year earned and cannot be carried over to a subsequent year.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

Vacation and Holiday Leave (continued)

At the nursing home vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the nursing home employees are allowed to take a given holiday within a period running from thirty days before to thirty days after that given holiday. Normally the holiday is lost if it is not taken within that time frame, although the nursing home administrator may grant exceptions to that rule.

2. INTERFUND RECEIVABLE AND PAYABLE

Interfund receivable and payable balances at December 31, 1985 were as follows:

	Interfund Receivables	Interfund Payables
General fund	\$ 80,498	\$ 6,267
Special revenue funds	-	43,174
Capital projects fund	-	-
Agency funds	-	37,324
Enterprise fund	6,267	-
	<u>6,267</u>	<u>-</u>
<u>Total</u>	<u>\$ 86,765</u>	<u>\$ 86,765</u>

3. INTERGOVERNMENTAL RECEIVABLE

The intergovernmental receivable represents an entitlement due from the Office of Revenue Sharing.

4. FIXED ASSETS

A summary of proprietary fund type (enterprise fund and nursing home) property, plant and equipment at December 31, 1985 follows:

<u>Description</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Depreciated Value</u>
Enterprise fund:			
Land	\$ 75,211	\$ -	\$ 75,211
Building and improvements	3,830,913	839,534	2,991,379
Equipment	509,237	283,902	225,335
<u>Totals</u>	<u>\$4,415,361</u>	<u>\$ 1,123,436</u>	<u>\$ 3,291,925</u>



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

The changes in General Fixed Assets are as follows:

<u>Cost or Estimated Value</u>	<u>Balance January 1, 1985</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance December 31, 1985</u>
<u>Buildings and land:</u>				
General government	\$3,502,044	\$ -	\$ -	\$ 3,502,044
Old complex, Westmoreland	810,000	-	-	810,000
County farm	311,500	-	-	311,500
Jail and house of correction	665,500	-	-	665,500
<u>Equipment:</u>				
General government and jail	290,597	113,232	-	403,829
County farm	96,304	18,170	-	114,474
<u>Totals</u>	<u>\$5,675,945</u>	<u>\$ 131,402</u>	<u>\$ -</u>	<u>\$ 5,807,347</u>

The additions do not include an expenditure of \$22,316 from the Capital Outlay account that was for preparation of building demolitions.

#### 5. LONG-TERM DEBT

The following is a summary of general obligation bonds and note transactions of the county for 1985:

	<u>Balance Beginning of Year</u>	<u>General Obligation Bonds and Note Issued</u>	<u>General Obligation Bonds and Note Retired</u>	<u>Balance End of Year</u>
<u>General Obligation Bonds and Note Payable</u>				
<u>Public Improvements:</u>				
House of correction	\$ 430,000	\$ -	\$ 45,000	\$ 385,000
Courthouse	1,820,000	-	130,000	1,690,000
Courthouse	38,766	-	12,609	26,157
<u>Total General Fund</u>	<u>\$2,288,766</u>	<u>\$ -</u>	<u>\$ 187,609</u>	<u>\$2,101,157</u>
<u>Public Improvements:</u>				
Nursing home	\$2,870,000	\$ -	\$ 150,000	\$2,720,000
Nursing home	44,234	-	14,391	29,843
<u>Total Enterprise Fund</u>	<u>\$2,914,234</u>	<u>\$ -</u>	<u>\$ 164,391</u>	<u>\$2,749,843</u>
<u>Total General Obligation Bonds and Note Payable</u>	<u>\$5,203,000</u>	<u>\$ -</u>	<u>\$ 352,000</u>	<u>\$4,851,000</u>

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

Bonds and notes payable at December 31, 1985 are comprised of the following individual issues:

General Obligation Bonds

\$880,000 - 1974 house of correction serial bonds due in annual installments of \$45,000 to \$40,000; interest at 6.70% through November, 1994	\$ 385,000
\$2,600,000 - 1978 court house serial bonds due in annual installments of \$130,000 through May, 1998; interest at 5.50%	1,690,000
\$4,223,000 - 1975 nursing home serial bonds due in annual installments of \$153,000 to \$100,000 through November 2005; interest at 7.20%	2,720,000
\$83,000 - 1984 court house and nursing home serial notes due in annual installments of \$27,000 to \$28,000 through May 1987; interest at 6.80%.	<u>56,000</u>
<u>Total</u>	<u>\$4,851,000</u>

The annual requirements to amortize all debt outstanding as of December 31, 1985;

<u>Year</u>	<u>Principal</u>
1986	\$ 353,000
1987	353,000
1988	325,000
1989	325,000
1990	325,000
<u>Subtotal</u>	<u>\$1,681,000</u>
1991 - 2005	3,170,000
<u>Total</u>	<u>\$4,851,000</u>

Interest expense for 1985 was \$207,374 and \$281,812 for the enterprise fund and general fund respectively.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

6. CONTINGENCIES

The county is a defendant in a lawsuit filed by a former inmate at the Cheshire County House of Correction seeking damages for injuries allegedly sustained when the inmate fell off the back of a truck while on a work detail. The County vehicle is insured and it is the opinion of legal counsel that the chances of any settlement exceeding the coverage the county has is minimal.

The County participates in a number of federally-assisted grant programs, principal of which are the Federal Revenue Sharing and Department of Health and Human Services, Medicaid (Title XIX). These programs are subject to Program Compliance audits by the grantors or their representatives. The audits of these programs for or including the year ended December 31, 1985, have not yet been conducted. Accordingly, the County's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

7. PENSION FUND

The county of Cheshire, New Hampshire participates in two pension plans.

The county is a member of the New Hampshire Retirement system. The retirement system is a defined benefit. It is contributory retirement plan covering substantially all employees of the county and permanent policemen and fireman. Retirement allowances are paid by county funding and employee contributions, based on age and entry level. Employee contributions constitute an annuity savings fund from which a portion of the retirement allowances are paid. Employees contribute a fixed percentage of annual compensation. The rates vary by group of employees and are as follows:

Regular county employees	4.6% (1)
Permanant Firemen and Policemen	9.3%

(1) Applicable to compensation under the FICA tax limit, the rate goes to 9.2% for compensation over the FICA tax limit.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
Notes to Financial Statements  
December 31, 1985  
(Continued)

The County is also a member of the New Hampshire Policemen's Retirement system. The New Hampshire Policeman retirement system is a defined benefit, contributory retirement plan covering all permanent policemen and firemen in the county of Cheshire, New Hampshire who are not members of the New Hampshire Retirement system.

The value of vested benefits of the employees has not been determined. Pension expense for the year ended December 31, 1985 totals \$70,484.

8. SUBSEQUENT EVENTS

On January 17, 1986 the county issued tax anticipation notes totaling \$2,875,000. The anticipated interest that will have to be paid on these tax anticipation notes will amount to \$135,000.

On June 10, 1986 the county requested a supplemental appropriation not to exceed \$400,000 to cover reconstruction of the barn and piggery destroyed by fire. Most, if not all, of this reconstruction cost is anticipated to be covered by insurance proceeds.

CHESHIRE COUNTY ATTORNEY

ANNUAL REPORT

1985

The following cases were handled by the County Attorney's Office in the year 1985:

<u>CATEGORIES</u>	<u>NUMBERS</u>
Felonies	231
Misdemeanors	147
Violations	30
Violation/Probation	46
Habitual Motor Vehicle Offenders	64
URESA's (Support Petitions)	121
Sentence Review Hearings	1
Suspended Sentence Hearings	24
<u>DISTRICT COURT</u>	
Juvenile Matters	4
Motor Vehicle Hearings	10
Minor Criminal Cases	<u>15</u>
 TOTAL CASES	 693

In addition, the County Attorney's Office handled 20 Depositions in connection with pending criminal cases.

The Office of the County Attorney also handled five (5) legal actions involving the County and thirteen (13) Welfare hearings.

The general public has been increasingly concerned about offenses in two (2) areas: Child Abuse and Driving While Under the Influence. Law Enforcement has responded with respect to these concerns and as a result, there has been an increase in enforcement of Motor Vehicle Laws and a stepped up investigation of all child abuse cases.

All of the Violations and a substantial number of the Misdemeanors reported above relate to the trial of Driving Under the Influence cases appeared from the lower Courts.

An increased number of Child Abuse cases are also being prosecuted.

The number of cases relating to Drug Offenses have dropped off. This is not because the problem has ceased to exist. As a matter of fact, it is at an epidemic proportion in this County. Unfortunately, the various Police Departments and Investigative Agencies have not been furnished with man-power and resources to even begin to cope with the problem. It is safe to say that several deaths occur every year as a result of drug and substance abuse. Further, hundreds of individuals become totally affected by the problems of drug abuse, substance abuse and addiction. Although no surveys have been conducted in this area, it is my opinion that the local drug and substance abuse problems have resulted in the commission of additional crimes to obtain funds for the substance abuser and the various Welfare Departments are forced to provide assistance to the abusers and their families and dependents.

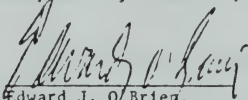
Many other Social Service Agencies are involved and the substance abuse problem draws on their available man-power and financial resources. All of this has a high strain on the monetary economy of the region. I would not be surprised if such a figure would total well over Two Million Dollars. This would not even include the cost of the illegal drugs and substance purchased. That figure, in itself, would be in excess of a Million Dollars. I am sure that I am ultra conservative in the estimates as to these costs. The waste of and damage to human life is incalculable. Some individuals are permanently affected and would be a drain on the Social Services and Welfare Agencies for many years. The quality of the life and ability to function in society is also drastically affected.

It is my hope that when Law Enforcement Agencies and Social Service Agencies request assistance from the general public and their representatives at the various levels of Towns, City and County Government that that assistance will be forthcoming.

The handling of criminal cases and prosecution of cases in the Courts has become very complex. The Appellate Courts, primarily the State Supreme Court of New Hampshire, have established certain legal principals which have added to the manner in which a criminal case is prosecuted. There are a number of rules and required evidentiary procedures and Constitutional requirements that are proscribed by the Court. As a result, the handling of criminal matters in the Courts has become cumbersome and over-burdened with unnecessary procedures. This has been a trend that has taken place for about 15 years and continues to get worse. It is rapidly approaching a point where the entire criminal procedure will be so rigid that the system will be unable to function properly. I see this as an extremely serious problem that has to be dealt with in a short time. Unless the general public and their representatives are aware of the problems and communicate a message to the Courts, the problem will become unmanageable and there will be a very real break-down in the administration of justice. This has already happened in large metropolitan areas.

I am hopeful that the readers of this Report can use this information in evaluating for themselves the problems that exist within their communities, compare and validate the reasons involved from various sources and then make necessary decisions when the need to make such decisions arises.

Respectfully submitted,

  
Edward J. O'Brien,  
County Attorney



SHERIFF'S DEPARTMENT

To the Honorable Board of County Commissioners and citizens of Cheshire County.

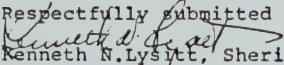
As Sheriff of Cheshire County I herewith submit my report for the year ending December 31, 1985:

The following list shows that although the actual incidents in reference to Investigations is about the same as 1984's, total nevertheless was quite time-consuming. This is in regards expecially to sexual investigations that were referred to this department. Through the use of video equipment in taping younger persons, we were able to complete the investigations of minor people without submitting them to pressure from other sources.

Another time-consuming items was the transportation of persons throughout New Hampshire and neighboring states.

Our civil process was higher this year (1985) than for the previous year.

I wish to thank County Attorney, Edward O'Brien, the New Hampshire State Police, the Keene Police Department and all the other departments in the County for the assistance given to the Cheshire County Sheriff's Department.

Respectfully submitted  
  
Kenneth N. Lysitt, Sheriff

Following is a summary of cases investigated, arrests made, etc. during 1985.

Investigations:

Arson	1
Bad Checks	1
Burglary	2
Criminal Trespass	1
Escape	4
Forgery	1
Illegal Possession of Controlled Sub.	1
Indecent Exposure	1
Possible Child Abuse	1
Sexual Abuse	1
Sexual Abuse referrals	30
Sexual Assault	9
Simple Assault	1
Tampering with Public Records	1
Theft	1
Theft of Services	
Untimely Deaths	
Accidental	4
Natural	8
Suicide	7

19

Patients to N. H. State Hospital	48
Prisoners Transported for other Depts.	357
Prisoners Transported for Sheriff's Dept.	289
Civil Process Served	3441

Arrests:

Capias:

Failure to Appear	106
Violation of Court Order	37
Violation of Probation	12
Non-Support	7
Burglary	2
Escape	2
Fugitive from Justice	1
Forgery	2
Habitual Offender	1

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Forgery	1
Possession of Firearm	1
Receiving Stolen Property	1
Sexual Assault	2

Respectfully submitted

Kenneth N. Lysitt, Sheriff

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
AND THE CITIZENS OF CHESHIRE COUNTY

As Register of Deeds for the County of Cheshire for six terms, I am pleased to submit my first annual report for the year ending December 31, 1985.

The Registry of Deeds is charged with receiving, filing and recording for legal fees all original deeds and instruments pertaining to land transactions and furnishing certificates or copies as required. The Registry records date back to 1771.

The office has a staff of four full time employees and one part time individual. Two of the employees have combined service of 94 years and two others total 28 years of service to the Registry and County. The Registry has been fortunate to have such loyal, dedicated employees to serve the public.

1985 was a very active year for the real estate market and the Registry found itself bulging at the seams with the vault and plan room filled with lawyers, surveyors and the many para-legals who have arrived to help the law firms with the abundance of land transactions taking place. The books were quickly filling the empty roller shelves and it was necessary to inform the Commissioners that additional floor space will be needed by the end of 1986.

Recordings in Cheshire County for 1985 were 20% over 1984 figures. Total 1985 income to the County was \$235,464 while expenses totaled \$133,930. New Hampshire transfer tax collected for the State was \$1,352,141, representing an increase of 15% over 1984 even though the rate was reduced by a ½ per cent for the last six months of the year. Of the total tax collected, \$54,094 was returned to the County.

RECORDINGS	PLANS	COPIES	TAX COLLECTOR
\$155,613	\$6,029	\$7,210	\$ 7,633

I wish to take this opportunity to thank the Board of County Commissioners and their office staff for their support and assistance throughout the year.

Respectfully submitted,

Evelyn S. Hubal  
Register of Deeds

10 / 12 891

PUBLIC WELFARE

1985	<u>Direct Relief</u>	<u>Soldiers Aid</u>	<u>Total</u>
Alstead	\$ 383.25	-0-	\$ 383.25
Chesterfield	857.59	\$ 480.75	1,338.34
Dublin	-0-	-0-	-0-
Fitzwilliam	200.00	-0-	200.00
Gilsum	412.50	-0-	412.50
Harrisville	443.11	-0-	443.11
Hinsdale	1,632.22	116.00	1,748.22
Jaffrey	228.00	-0-	228.00
Keene	29,740.65	8,210.10	37,950.75
Marlborough	2,677.66	258.51	2,936.17
Marlow	325.07	-0-	325.00
Nelson	-0-	-0-	-0-
Richmond	-0-	-0-	-0-
Rindge	.75	-0-	.75
Roxbury	-0-	-0-	-0-
Stoddard	-0-	-0-	-0-
Sullivan	305.48	-0-	305.48
Surry	-0-	-0-	-0-
Swanzey	192.44	111.50	6,410.19
Troy	100.00	48.00	148.00
Walpole	444.31	218.68	662.99
Westmoreland	645.00	-0-	645.00
Winchester	5,710.85	134.50	5,845.35
Other	288.28	100.00	388.28
 TOTALS	 <u>\$44,587.09</u>	 <u>\$9,678.04</u>	 <u>\$60,371.38</u>

RELIEF TO COUNTY CHARGES

<u>1985</u>	<u>Direct Relief</u>	<u>Dependent Soldiers</u>	<u>Board &amp; Care of Children</u>
January	\$3,636.84	\$ 913.38	\$23,675.09
February	3,085.94	535.08	22,778.00
March	4,469.42	1,122.13	40,204.96
April	3,460.21	973.11	35,073.44
May	3,765.90	131.50	31,745.46
June	2,210.23	2,014.80	53,699.97
July	2,453.29	890.43	52,937.16
August	4,150.43	1,067.90	31,041.42
September	3,233.22	354.16	36,977.35
October	4,211.62	1,159.80	63,387.33
November	3,836.59	55.00	41,767.75
December	<u>6,073.40</u>	<u>460.75</u>	<u>58,266.23</u>
TOTALS	\$44,587.09	\$9,678.04	\$491,554.16



### Maplewood Nursing Home, Farm and Jail

I am privileged to submit herein the annual report of the Cheshire County Maplewood Nursing Home, County Correctional Facility and County Farm, for the period of January 1, 1985 through December 31, 1985.

During the year there were 50 admissions to the nursing home. There were 33 residents discharged to acute care institutions, of which 28 were readmitted. There were 4 residents discharged to their home and 3 discharged to another nursing home. Overall, there were approximately 54,011 patient days for a 98.5% occupancy rate. The average number of private pay residents totalled about 14 or 9% of the census.

Unfortunately, we were unable to obtain the services of an Occupational Therapist for most of the year. As a requirement of Federal and State code requirements a consultant was retained to provide the necessary services. As the year closes, we are happy to report that a full time therapist will be joining our staff in early January.

In an effort to reduce expenses, the facility has recently joined two additional purchasing groups, bringing the total to three. With the vast quantity of purchases that are made, a substantial savings should be realized in the coming year.

The annual survey conducted by the State Department of Health once again resulted in an excellent overall rating. Only with the continued growth, development and cooperation of all staff working as a team, can we attain such high recognition.

The farm continues to be a leader in milk production, having received several awards during the past year. Total milk shipped for the year 1985 was in excess of 1,100,000 pounds. In spite of continued assessments and decreases in the milk support price, we are optimistic that the farm will continue to be a viable operation for the County. The United States Department of Agriculture provided a great deal of assistance in a cost sharing project related to erosion and water control. In completing the project, the farm was able to benefit from gaining access to another section of tillable land.

The Correctional Facility has once again experienced an increase in the number of inmates incarcerated in the House of Correction. The daily average increased from the 1984 level of 16.6 to 17.5. The daily average on the jail side continues to rise from the 1984 level of 11.3 to 13.3. The combined total man average for the facility showed a fairly high increase from 31.2 in 1984 to 36.8 in 1985.

In conjunction with representatives of the delegation jail subcommittee, The National Institute of Corrections returned to once again assess and provide recommendations that would substantiate the need for expansion. Ultimately, it was concluded that we should move forward with approximately a 31 bed addition. Architectural proposals were sought and finalized in which

Cain Associates architectural firm was retained late in the year. Preliminary work will begin shortly after the first of the year with optimism that a building project will begin during the 1986 year.

In closing, I would like to express my sincere appreciation to our dedicated staff, volunteers and the cooperation of everyone working together in an effort to accomplish the many challenging tasks which we encounter each year.

Respectfully submitted,

Richard A. Wilson  
Administrator/Superintendent

STOCK ON THE FARM - JANUARY 1, 1986

COWS:

- 69 Registered Holstein Cows & Heifers (2 years and over)
- 33 Registered Holstein Heifers ( 1 year and over)
- 14 Registered Holstein Heifers (6 months and over)
- 15 Registered Holstein Heifers (Under 6 months)

HOGS:

- 17 Bred Sows
- 9 Feeders
- 34 Sucklings
- 1 Boar
- 4 Open Sows

# FOOD INVENTORY

January 1, 1986

FREEZER		\$ 7,595.48
STOREROOM		17,965.81
COOLER		<u>2,657.10</u>
	Total	\$28,218.39

## PRODUCE USED FROM FARM:

Beef (dressed wgt.), 16,659 lbs.	\$1.30	\$21,656.70
Pork (dressed wgt.), 8,548 lbs.	1.20	10,257.60
Asparagus, 210 lbs.	.80	168.00
Beans, 22 Bu.	10.00	220.00
Beans, 119 Bu.	8.00	952.00
Beets, 2 crates	6.50	13.00
Beets, 47 crates	6.00	282.00
Broccoli, 6 crates	7.20	43.20
Broccoli, 12 crates	10.00	120.00
Broccoli, 8 crates	7.00	56.00
Brussels Sprouts, 1-3/4 crates	10.00	17.50
Cabbage, 163	.90 ea.	146.70
Cabbage, 16	.50 ea.	8.00
Cabbage, 101	.30 ea.	30.30
Cabbage, 95	.25 ea.	23.75
Cabbage, 39 lbs.	.12	4.68
Carrots, 3 crates	10.00	30.00
Carrots, 21 1/2 crates	8.00	172.00
Cauliflower, 11 crates	10.00	110.00
Cauliflower, 17 crates	9.00	153.00
Corn, 3 crates	6.00	18.00
Corn, 322 doz.	1.20	386.40
Corn, 388 doz.	1.25	485.00
Corn, 45 doz.	1.40	63.00
Corn, 205 doz.	1.00	205.00
Cucumbers, 5 crates	10.00	50.00
Eggplant, 12	.70 ea.	8.40
Eggplant, 5 crates	7.00	35.00
Lettuce, 8 crates	8.50	68.00

PRODUCE USED FROM FARM: (cont.)

Lettuce, 3½ crates	\$ 8.00	28.00
Lettuce, 5 crates	7.50	37.50
Lettuce, 4½ crates	5.50	24.75
Lettuce, 164 Heads	.40 ea.	65.60
Melons, 1143	.50 ea.	571.50
Onions, 4½ crates	6.95	31.27
Onions, 26½ crates	10.00	265.00
Parsnips, 2 crates	25.90	51.80
Parsnips, 18 crates	24.00	432.00
Peas, 14½ Bu.	22.00	319.00
Peas, 1 Bu.	23.00	23.00
Peas, 10 Bu.	20.00	200.00
Peas, 8½ Bu.	15.00	127.50
Peppers, 1 Bu.	12.00	12.00
Peppers, 7	.40 ea.	2.80
Peppers, 456	.10 ea.	45.60
Peppers, 203	.08 ea.	16.24
Peppers, 5 crates	8.00	40.00
Peppers, 2½ crates	8.50	21.25
Potatoes, 482 Bu.	5.40	2,602.80
Potatoes, 30 crates	8.40	252.00
Potatoes, 81 crates	7.80	631.80
Potatoes, 68 crates	4.80	326.40
Potatoes, 37 crates	4.20	155.40
Potatoes, 13 crates	3.60	46.80
Potatoes, 7 crates	6.60	46.20
Potatoes, 1,860 lbs.	.06	111.60
Potatoes, 7,884 lbs.	.07	551.88
Potatoes, 1,110 lbs.	.09	99.90
Potatoes, 745 lbs.	.05	37.25
Radishes, 1/4 crate	11.50	2.88
Radishes, 3 crates	11.00	33.00
Radishes, ½ crate	9.00	4.50
Radishes, 4½ crates	4.50	20.25
Raspberries, 2 Qts.	1.50	3.00
Raspberries, 2 Qts.	2.00	4.00
Rhubarb, 478 lbs.	.28	133.84
Rhubarb, 82 lbs.	.22	18.04
Spinach, 80 crates	8.00	640.00

PRODUCE USED FROM FARM: (cont.)

Squash, Summer, 2 crates	\$18.00	36.00
Squash, Summer, 24 crates	12.00	288.00
Squash, Summer, 11-3/4 crates	10.00	117.50
Squash, Summer, 9-3/4 crates	6.00	58.50
Squash, Winter, 609 lbs.	.17	103.53
Squash, Winter, 4 crates	6.00	24.00
Squash, Winter, 34 crates	5.00	170.00
Squash, Blue Hubbard, 62	2.00 ea.	124.00
Squash, Blue Hubbard, 4,000 lbs.	.10	400.00
Strawberries, 1,371 Qts.	1.75	2,399.25
Strawberries, 303 Qts.	1.50	454.50
Swiss Chard, 18 crates	9.00	162.00
Swiss Chard, 34 crates	6.00	204.00
Tomatoes, 25 crates	32.50	812.50
Tomatoes, 11 crates	19.50	214.50
Tomatoes, 17 crates	20.00	340.00
Tomatoes, 3 crates	18.00	54.00
Tomatoes, 58 1/2 crates	15.00	877.50
Turnips, 4 crates	5.00	20.00
Watermelon, 103	1.00 ea.	<u>103.00</u>
Total		\$50,782.36



## HOUSE OF CORRECTION AND JAIL FIGURES

1985

	Burglary	Drugs	Theft	Assault	Protective Custody	D.W.I.	Non-support	Forgery	M/V	Violations	Felonious Sexual assault	Violation of Probation	Misc.	Average Age	High Day	MAN DAYS						Total Man Average					
																Daily Average	JAIL	Daily Average	W/R	Daily Average							
																					HOFC						
JANUARY	9	5	4	1	2	22	0	5	0	0	0	4	29	24	44	741	23.9	427	13.8	43	2.7	40.4					
FEBRUARY	9	3	5	4	1	18	0	3	3	1	8	25	24	24	38	610	22.0	357	12.8	72	4.5	39.3					
MARCH	7	5	5	5	10	25	0	2	7	1	12	30	25	39	39	643	20.7	322	10.4	101	5.6	36.7					
APRIL	5	7	5	2	4	11	0	1	17	1	9	39	24	24	33	482	16.1	303	10.1	67	3.7	29.9					
MAY	3	3	8	2	4	20	0	3	13	1	7	44	24	24	32	533	17.2	339	10.9	59	5.4	33.5					
JUNE	5	3	4	5	2	21	0	1	9	1	6	34	25	33	33	553	18.4	345	12.0	88	9.0	39.4					
JULY	9	2	5	8	5	22	0	1	8	2	4	51	25	39	39	500	16.1	519	16.7	95	7.9	40.7					
AUGUST	9	3	5	4	1	24	0	1	11	3	4	37	25	36	36	469	15.1	511	16.5	98	8.2	39.8					
SEPTEMBER	10	2	3	5	6	23	0	1	9	3	4	30	25	35	35	418	13.9	507	16.9	94	7.2	38.0					
OCTOBER	10	2	3	7	6	16	0	2	10	4	4	38	24	37	37	453	14.6	491	15.8	81	7.4	37.8					
NOVEMBER	10	3	5	7	2	17	0	1	4	2	5	26	24	34	34	520	17.3	338	11.3	56	5.6	34.2					
DECEMBER	12	1	1	7	2	16	0	0	6	5	5	34	25	34	34	469	15.1	379	12.2	46	5.1	32.4					
TOTALS	98	39	53	57	45	235	0	21	106	24	72	417	24.5	6391	210.4	4838	159.4	900	72.3	442.10	36.8						
YEARLY AVERAGE																17.5	13.3					6.0					
Average Age 24.5																Average Daily Population 36.8				Total Bookings 715				Average Length of stay 13.6 days			



SOUTHWESTERN NEW HAMPSHIRE DISTRICT  
FIRE MUTUAL AID

I herewith submit my report for the year ending December 31, 1985

Southwestern New Hampshire District Fire Mutual Aid Association was formed in 1953/55 to effectively provide more efficient and better cooperation between the various Fire Departments of our area for assistance in the suppression of fire.

Two-way radios were purchased in 1957, with the Base Station units located in a building on Hyland Hill, built for that purpose by Volunteer Firemen from many of the towns and City of Keene. These radios are controlled over 8 miles of leased telephone lines from Dispatch at 32 Vernon Street. The Dispatch Center, as well as Police Two-Way Communications, began in 1962. Today, Radio Communications provide dispatching for 65 Fire Companies, 30 plus Police Departments, Sheriff's Department, State Police, Ambulances, Rescue Squads, Fish & Game, and others.

The Fire, Police and Ambulance/Rescue Personnel are alerted by radio paging or direct radio to the cruisers. Fire alarms, horns or sirens, warning sirens in the towns close to Vermont Yankee, are all activated by radio from Dispatch. During the past year, our electronic counters recorded 722,062 transmissions made to units by our dispatchers - a daily average of 1,978 radio calls.

Because of the importance of reliability in controlling these radios, a request was made for funds to purchase a microwave radio link to replace the telephone lines. This request was approved by the members of the County Delegation. Bids went out and the Motorola Company was low bidder for the radio link which also included a complete standby and installation began in late fall. A problem with trying to interface some of our operational but outdated control equipment with the state of the art microwave slowed our progress, however, we hope to have the system completely in operation by the early part of 1986 and the telephone lines discontinued, plus the cost of same. We are grateful for the efforts of Bruce Beliveau of Motorola and Leonard Goodnow, our radio technician, for the installation of this system.

Our dispatchers also handled 25,042 police complaints and dispatched an officer to handle same. Ambulance and/or Rescue Squads responded to 4,844 calls for medical assistance. 4,359 fire alarms were "toned out". Of these, 851 were reported as structure fires and "Mutual Aid" Companies were dispatched to assist the local Department. In 1985, as in past years, although 4,359 fires were reported, the "Automatic Dispatch" of Mutual Aid Assistance to structure fires or potential structure fires resulted in our members having a most enviable fire loss record.

I want to thank our dispatchers, who do a great job. They are on the job 24 hours a day, 365 days a year, and handle all kinds of complaints and traffic. I also appreciate the cooperation of our Board of Directors, County Commissioners, and all members of the Public Safety Community.

Respectfully submitted,

Robert C. Callahan  
Chief Coordinator



## CHESHIRE COUNTY COOPERATIVE EXTENSION SERVICE

The New Hampshire Cooperative Extension Service is organized as a division of the University of New Hampshire in cooperation with the U.S. Department of Agriculture, the State of New Hampshire and County Government.

A unique partnership is established between Federal, State and County governments to provide sound, research-based information and assistance to the people through Extension professionals located in each County in the State.

The Extension Service has the responsibility for conducting all educational work in the fields of agriculture and home economics and subjects related thereto as authorized by the Smith-Lever Act as amended and other acts supporting Cooperative Extension work.

Through the Cheshire County office, informal educational programs are offered to help people help themselves and assist them in making informed decisions about their own resources and lifestyles. Such programs are offered in environmental quality, personal and family living, management and use of our natural resources, wise spending of the consumer dollar, production, processing, marketing and distribution of agricultural products, nutrition and youth development through 4-H.

Assistance is provided by the professional Extension agents located at the County Extension office in Keene, with the resources of the University of New Hampshire providing a broad base of back-up support, through specialist and research efforts for all programs.

Cheshire County Cooperative Extension is guided by county people in establishing program priorities. Advisory Councils made up of county residents work in each major program area in order to assure that programs meet the needs of county residents.

Extension presents information to the public through educational workshops and courses, radio shows, newspaper articles, 4-H Clubs, Home Economics Groups, personal visits to farmers and woodland owners, field tours, newsletters and bulletins.

This report gives a brief overview of the Cooperative Extension Service programs in Cheshire County. These educational programs are available to all citizens. Thousands of requests are received and serviced annually for assistance and information through phone calls, written requests and office visits.

Because no report of this length can cover all facets of our program, our staff and members of the Extension Service Advisory Council are all available to provide further information as to who we are and what we can do for you.

Please call or visit us.



MEMBERS OF THE CHESHIRE COUNTY EXTENSION SERVICE COUNCIL

Agriculture:

Hank Kenny, Marlborough  
Peter Davis, Jaffrey  
Bruce Smith, Westmoreland - Chairman

Home Economics:

Karen Pierson, Keene  
Eleanor Smart, Keene - Secretary  
Alice Ball, Surry

4-H Youth Development:

Freeland Yardley, Walpole  
Fred White, Keene - Treasurer  
Roger Hill, Keene

Forestry:

Peter Renzelman, Alstead  
Roger Bienvenu. Surry  
David Parody, Keene - Vice-Chairman

County Delegation:

Jeffrey Miller, Walpole

COUNTY EXTENSION AGENTS

Bruce A. Clement, Agriculture Agent  
Linda M. Elliott, Home Economist  
Judy "Samm" Krulish, EFNEP Program Assistant  
Caroll L. Lothrop, 4-H Agent  
Lauren L. Bressett, 4-H Agent (part-time)  
Marshall Patmos, Forester & County Extension Coordinator  
Steve Wood, Forester (part-time)  
Secretarial Staff - Diane Blais  
Helen Meagher





#### 4-H YOUTH DEVELOPMENT

Carol L. Lothrop  
County Extension Agent, 4-H

Lauren L. Bressett  
County Extension Agent, 4-H

4-H is the youth education program of the Cooperative Extension Service. Participants are between the ages of 8 and 19 and reside in nearly every town in Cheshire County and in every ward in Keene. In 1985 there were 33 4-H clubs with 463 members, 119 adult leaders and 40 junior leaders. Youth may participate in 4-H through methods other than clubs: special interest groups, short-term projects, 4-H camping, school enrichment programs or as individual members.

The mission of 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society. Through educational 4-H projects, youth acquire skills and knowledge in areas of agriculture, home economics, science and technology; acquire a positive self-concept; learn to respect and to get along with people; learn leadership skills and fulfill leadership roles; practice responsible skills related to the environment; learn and use accepted practices for mental, physical, emotional and social health; explore career and job opportunities; establish positive attitudes toward productive use of leisure; and participate in community affairs.

Volunteer adult leaders are the key to the success of the 4-H program, and they receive training for their responsibilities. Leaders assess the needs of their communities, manage educational programs, and serve on governing boards and in numerous other ways. 153 adults and 448 youth served as program volunteers in addition to those serving as leaders.

There is a concerted effort to work with other agencies and organizations to avoid duplication of efforts and expenditure of funds. This past year 2333 youth who are not 4-H members were reached through programs such as: Cow and Calf to School, International 4-H Youth Exchange speakers, Handicapped Puppets, Bicycle Safety, and specialized topics.

#### Highlights of 1985

- Most 4-H clubs had at least one program that gave assistance to the community. Many had more than one.
- Members and leaders worked to support the program financially, raising over \$8,000 to pay for ribbons, awards and educational trips and programs.
- One leader, Maureen Bigelow of Surry, attended the National Leader Forum held in Washington, D.C.
- Representatives to International and National 4-H Programs:  
  
LABO Exchange to Japan: Cathy Cobb, Keene

National 4-H Congress in Chicago: John Miller of Surry

Citizenship - Washington Focus: Kathy Blanchard, Marlow; Tammy Clem, Hinsdale; Lori Hiltz, Marlborough; John Miller, Surry; Nancy White, Roxbury.

National 4-H Dairy Judging in Madison, Wisconsin; Tammy Clem, Hinsdale; William Kelly, III, Winchester; Kathy Yardley, Walpole.

National Horse Quiz Bowl in Louisville, Ky: Dawn Clem, Hinsdale.

National Horse Judging in Louisville, Ky: Karen Fiorey, Surry.

Three leaders and six members were selected to serve on State and Regional Committees - developing 4-H curriculum, policy and programs.

#### AGRICULTURE

Bruce Clement  
County Extension Agent, Agriculture

1985 has been a year of transition both for Cheshire County Extension Service and Agriculture.

In March, Peter Kaeoru left the position of County Agricultural Extension Agent and accepted a similar position in Franklin County, Vt.

I was hired and started work on September 9, 1985. Some of you may remember me as I was Cheshire County Agricultural Agent from November, 1971 through November, 1980. I'm happy to be back, and have enjoyed re-establishing my agricultural program in the County.

I was pleased to find a continuing strong interest in food production in Cheshire County both on a commercial and home basis. Commercially, the strongest interest is in growing fruit. The acreage of both tree fruits and small fruits is increasing. The interest in part-time farming is also strong.

Unfortunately, the economic situation for commercial dairy farmers is not very good, and since dairying is the largest agricultural commodity in Cheshire County, this situation is very critical to us.

The Extension Service is responding with an intensive one-on-one effort to help dairy farmers reduce costs through more efficient management techniques. We've been very successful with a program that involves the accurate sampling and testing of a farmer's forage crops and then using that information to accurately balance the feeding program for the dairy herd. This program has had some dramatic results. The Kelly Brothers herd in Winchester saw their milk production increase by 3,000 lbs. of milk per cow after going on this program.

Another new program is a computerized ration balancing program developed by Dr. Jim Holter at UNH. Roger Adams of Westmoreland started on this program and in less than a month saw his milk production go up slightly, but his grain feeding went down significantly, resulting in a large dollar savings.

Our program plan for 1986 is to continue this type of intensive one-on-one assistance to our county's farmers to help them stay in business during these tough economic times.

Other programs that we've held since I started in September include:

"Around the County" newsletter -

I've re-established my monthly agricultural newsletter. I find this a valuable and effective way to communicate with the agricultural community of Cheshire County. I'm also able to keep them up to date on events and activities going on in this area that might be of benefit or interest to them.

Workshops, Barn Meetings, and other Programs -

We conducted a lamb grading workshop at George Kingsbury's farm in Keene and a semen handling workshop for dairy farmers at Earl Beaman's farm in Winchester. We also sponsored a program on Rare Breeds of Livestock that was attended by over forty people.

Along with Lauren Bressett, our 4-H Youth Agent, we conducted our popular Cow & Calf to School program. This year we visited 9 area schools and spoke to approximately 1216 students.

Shopper Column -

In December we started a regular weekly column in the Monadnock Shopper. Through this column we hope to not only answer specific questions, but also make Cheshire County more aware of the Extension Service. By the way, the column is called "Ask Extension". We hope you have seen it or will start looking for it.

We have already made plans for an ambitious series of programs for 1986 including a dairy short course run jointly with Sullivan County, a pesticide training course, commercial pruning course, and a series of programs on home food production. In addition, we will emphasize regular farm visits to our commercial farmers as well as being available at the office to handle the many visits, phone calls, and requests for assistance that we receive.

Agriculture continues to make an important social and economic impact in Cheshire County. The interest in commercial agriculture and home food production is quite strong. The Extension Service has been the major source of information and education on agriculturally related topics for the residents of Cheshire County and we hope to continue this tradition through the development and implementation of worthwhile educational programs and by continuing to provide sound professional advice.

## FORESTRY

Marshall Patmos  
County Extension Forester

Steve Wood  
County Extension Forester (part-time)

The Extension Forestry Program provides technical assistance and information and educational services in the field of forestry to the private woodland owners, primary processors, organizations and communities of Cheshire County. The delivery of assistance is through individual field visits, group meetings and demonstrations, newsletters, bulletins, news articles and radio, with the backbone of the program being the one-on-one contact with the individuals requesting assistance.

Continued interest in multiple-use forest management including timber sales, intermediate forest practices, fuelwood, and wildlife, comprise the bulk of assistance provided by the program. The financial and economic aspects of owning and managing woodland continue to be major concerns as evidenced by the numbers of requests and assists provided in the area. Insects and disease, urban forestry and general forest conservation concerns round out the types of activity the foresters are involved in. While some assists can be handled by phone or mail, many require a field visit and examination.

Working relationships with other groups and agencies such as the Conservation District, Soil Conservation Service, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, the N.H. Tree Farm Program, forest industry and private forestry consultants are important in helping to promote the sound management of the forest resource.

The sound management and utilization of the 405,100 acres of forest land in the County continues to be the major objective of the Cheshire County Forestry Program.

In 1985 we provided 758 assists involving 19,506 acres. These include:

- 198 woodland exams involving 10,917 acres
- 65 landowners performing 463 acres of timber land stand improvement work
- 142 insect and disease assists
- 112 finance and tax assists
- 89 marketing assists and
- 58 information and education (radio, newspaper, presentations, etc.) assists.

## HOME ECONOMICS

Linda M. Elliott  
County Extension Agent, Home Economics

The Home Economics Program of the Cheshire County Cooperative Extension Service helps people of all ages and income levels to learn new skills and apply new knowledge toward better living. The program assists people in the areas of food and nutrition, clothing and textiles, housing and home furnishings, human development, and family resource management. Each year the educational program focus is determined through the use of advisory committees and surveys, which identify problems and concerns in Cheshire County.



The Extension Home Economist conveys information in a variety of ways. There are over 800 individual contacts per year from people seeking general information and solutions to specific problems. A monthly newsletter, The Extension Line, reaches approximately 700 Cheshire County families with timely information in all areas of Home Economics. The Cradle Crier, a newsletter for parents of firstborns, is also available for distribution. Currently 59 new mothers are taking advantage of the newsletter, which covers growth and development during their baby's first year of life. Sixteen (16) families are also benefitting from the quarterly newsletter. Toddler Tales, which focuses on children ages 12 months to 2 years. Efforts continue in cooperation of other health agencies, to reach all new parents with this valuable information.

Seven hundred Cheshire County families benefited from a variety of public workshops, demonstrations, and informational meetings on household storage and organization, color analysis, will preparation, aging, simple electrical repairs, food and drug interactions, furniture restoration, pattern fit and alteration, nutrition for women, exploring family finances and weight loss through the use of behaviour modification.

In addition, monthly lunchtime programs focusing on nutrition and health have been presented to employees of a local business.

The Extension Home Economics program also works in cooperation with the 15 Extension Homemaker groups located throughout Cheshire County. The Homemaker groups meet monthly to work on community projects and present educational programs sponsored by the Extension Home Economist. This fall, approximately 100 volunteers were trained in topics on household storage and organization, nutrition, behaviour modification, food preparation, color analysis, simple electrical repairs, will preparation, food and drug interactions, and furniture restoration. Each leader, in turn, plans to train another 10 people back in their community, reaching an additional 1000 families. This close relationship between volunteers and professional help make it possible for current research and information to reach the general public.

Extension Home Exconomics programs are open to all interested persons and regardless of race, color, national origin, religion, sex, age or handicap. To reach as many people as possible, sessions are scheduled free of charge in the day time and again in the evening in communities throughout Cheshire County.

#### EFNEP

Judy "Samm" Krulish  
EFNEP Extension Program Assistant

The Expanded Food and Nutrition Program is run under the Home Economics Division of the Cooperative Extension Service. The EFNEP Program Assistant works with low income families in their homes to improve the Homemaker's knowledge of nutrition through the use of the four food groups. EFNEP also helps the Homemaker make wise nutritional and economical choices at the grocery store, works to improve cooking and sanitation skills, understand packaging and nutrition labeling, understand unit pricing, use proper canning and freezing techniques, improve budgeting information, and provides nutrition counseling during pregnancy and feeding information for the infant.

EFNEP began in Cheshire County in March of 1985. Keene and Winchester are targeted towns for the EFNEP program based on poverty levels from the 1980 census. The Program Assistant contacted over 30 social service agencies and churches. Most enrolled families have been contacted through EFNEP presence at WIC clinics. The program has been announced through the WIC newsletter and the Keene Sentinel.

There have been over 900 individual contacts to either explain the program to people, or with people enrolled in the program. There have been 37 families enrolled. The Program Assistant works with a steady caseload of 25-30 families.



# M I N U T E S

Cheshire County Convention  
Saturday, January 5, 1985

An all-day orientation session was held for members of the County Convention, beginning at 9:00 a.m. at the Court House, adjourning to Maplewood Nursing Home at the Westmoreland facilities at 11:30 a.m. The following members were in attendance in addition to the Cheshire County Commissioners; County Coordinator; and Superintendent of the Farm, Home and Jail.

	<u>COURT HOUSE</u>	<u>WESTMORELAND</u>
Susan Schwartz	X	X
Dale Thompson	X	X
Ralph Parker	X	X
Jess Davis		X
Clayton Crane	X	X
JoAnn Morse	X	X
Helen Burley	X	X
Paul Blacketer	X	X
Robert Delano	X	X
William Arnott	X	X
William Matson	X	X
Fred Frink	X	X
Robert Secord	X	X
David Ridge	X	X
Irvin Gordon	X	X
William Riley	X	

/s/ Susan Schwartz, Clerk  
Cheshire County Convention

*Susan Schwartz*

DMD/gs

## MINUTES

Cheshire County Executive Committee Meeting  
Cheshire County Court House  
January 7, 1985 4:00 p.m.

PRESENT: Representatives Davis, Delano, Gordon, Parker, Perry, Ramsay, Riley, Russell, Schwartz; Commissioners Adams, Cheney, Lane; Coordinator Drouin; Treasurer Dunn.

Chairman Perry opened the meeting at 4:05 p.m.

Rep. Riley moved the County Executive Committee authorize the Treasurer to borrow three million dollars (\$3,000,000) in anticipation of taxes for 1985. Motion seconded by Rep. Davis; voted unanimously.

Commissioner Cheney reported that the 12 month budget figures for 1984 would be ready by January 19.

Rep. Gordon moved that the budget hearings be scheduled to begin at 9:30 a.m. on Monday, January 21, 1985, in the Cheshire County Court House in the Commissioners Conference Room. Motion seconded by Rep. Russell; voted unanimously. Hearings will continue throughout the day and future hearings will be scheduled at that time if necessary.

Rep. Parker described some of the information he has received regarding construction for enlargement of the County Jail facilities. He recommended we explore some of these options during the budget process because there seems to be the potential to save a substantial amount of money.

Rep. Young has expressed interest in serving on the Executive Committee but it was noted that all Executive Committee meetings are open, and members of the Delegation are welcome to attend. To ensure that all members of the Delegation are aware of the Executive Committee meetings, it was moved by Rep. Russell, seconded by Rep. Ramsay, that the entire Delegation receive notice of all Executive Committee meetings. Motion voted unanimously.

Rep. Gordon stated that he was very pleased with the orientation tour held on Saturday, January 5, 1985. He expressed his appreciation to all the Department Heads who made themselves available for questions and was glad that almost all of the freshmen legislators attended. Rep. Delano echoed his sentiments.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

*Susan Schwartz*

Susan Schwartz, Clerk  
Cheshire County Executive Committee

## MINUTES

### Cheshire County Executive Committee Budget Hearings Cheshire County Court House January 21, 1985

PRESENT: Representatives Arnott, Davis, DeLano, Gordon, Matson, Parker, Perry, Ramsay, Ridge, Riley (later), Russell, Schwartz, Scranton, Thompson, Young (morning). Commissioners Adams, Cheney, Lane (later); Coordinator Drouin.

At 9:35 a.m. Chairman Perry opened the hearings.

The Executive Committee reviewed the 1984 12-month budget report. It was noted that these figures are a cash reflection. Some of the questions raised included:

- The revenue surplus (Line 4095) will be allocated towards expenses still payable, including Public Welfare bills due but still under investigation as to whether the County is responsible for those expenses. They are represented in the department's encumbered balance as the total that the County could be liable for.

- Legal expenses for the Commissioner's Office Administration (4100.92) are a result of a case before the N.H. Supreme Court regarding an employee's sick pay.

- The County may be able to assess some square footage costs to the State under the unified court system in FY86.

- There will be increases in the 1985 Budget requests for Blue Cross/Blue Shield due to the new system which the County will now participate in.

- Alcohol Crisis administration costs are expected to be passed on to a new, State funded board by September 1985, when a new fiscal year for that grant begins, so expenses reflect only those for January through September.

Questions deferred for a later time included:

- Computerization

- Abandoned buildings in Westmoreland

- Sick pay policy as reflected in the Benefits Reserve budget items.

Representative Scranton moved to accept the 1984 12-month budget report, seconded by Representative Matson, and voted unanimously.

Coordinator Drouin made the following corrections and updates to the Commissioners' 1985 Proposed Budget:

- Postage costs can be expected to increase by 10% due to a federal rate increase.

- A telephone rate increase is also expected but the NHPUC has not yet set a specific amount. (NOTE: Hearings before the PUC on this are scheduled for March 4 - 7)

- Police liability insurance rates may increase by as much as 33% due to a national trend.

- A new salaried position has been requested at Maplewood.

- Two additional agencies have requested funding--Women's Crisis Services of the Monadnock Region, Inc. and Youth Services of the Monadnock Region.

- Additional computer acquisition costs may be needed.
- Discussion of the Commissioner's Office Budget:
- Increase in payroll (4100.03) due to wage grade raises from 1984.
- Increase in NACO membership dues (4100.26).

Commissioner Cheney gave a detailed history of the issues involved with computerization. Currently, Control Data of Burlington, MASS does the County's payroll and it is then delivered by Purolator Courier. He feels their services are adequate, but they cost us \$8,000 annually. A report done by Smith, Batchelder and Rugg, as requested by the Commissioners, investigated all county job functions and accounting practices. They recommend modernizing accounting methods. Cheshire County is the only county that has not computerized. Because some counties have made mistakes in the types of soft and hardware they purchased, we must be make careful assessment of our needs. Considerations should include the need to integrate the facilities at the Court House with those in Westmoreland, the capacity for expanding and upgrading, and the cost. The cost is likely to be \$50,000 to \$60,000, but is likely to pay for itself over time. For example, the Register of Deeds Office spends \$22,000 annually for outside computer services. Commissioner Cheney requested the Delegation authorize \$5,500 towards an assessment of what an appropriate computer package would cost, and to put out requests for bids.

Representative Perry suggested considering lease arrangements because the technology is changing so rapidly.

Representative Arnott said the County should look into tying into the City's system with special software. Mrs. Drouin indicated that this had already been investigated, but it seems impractical.

Representative Parker questioned where the system would be located. Mrs. Drouin responded that it doesn't matter as long as all the departments could be integrated and the area had temperature controlled space available. Representative Delano recommended that training be included in the package.

At 12:05 p.m. the Executive Committee recessed for lunch.

At 1:15 p.m. the meeting of the Executive Committee was reconvened.

The Register of Deed's request for equipment purchase (4120.86) was discussed. The request is for a new copying machine. Commissioners felt the type of machine needed could be found for a lesser amount than requested by the department. That would be satisfactory to the Deeds department if the machine were adequate. Register Hubal expressed her concern with computerization due to her 5 year storage and indexing periods because her office is running out of space for their records.

Treasurer's Bond Expense (4101.94) is requested for 1985 with none in 1984 because bond expenses are reflected biennially.

Representative Matson suggested that mileage payments be made, under County Delegation expenses, to any member of the Delegation who comes to the Court House for business purposes in order to encourage them to take more of a role in the budget process.

Sheriff Lysitt explained his department requests on a line by line basis. Questions were raised as to whether the amount for criminal investigation (4140.44) was adequate. Sheriff Lysitt said State and local police also

contribute to these expenses. The increases in his requests include funds for a new vehicle, guns, uniforms, and radios.

Court House Maintenance expenses raised questions as to the \$50,000 request (4160.96) for a roof over the rear entrance. Representative Matson suggested we get additional estimates from local contractors. Mr. Larson, Maintenance Supervisor, stated he attempted to do this with four different contractors and none of them had been cooperative. Commissioner Cheney said he would look into this and report back to the Committee in mid-February. An additional \$2,600 for windows (4160.70) would complete the Court House additions as needed. Window quilts installed in the Register of Deeds Office have resulted in significant savings according to Supervisor Larson.

Mr. Rick Wilson explained the new sick policy and increases in Benefits Reserve (5100.05) for Maplewood Nursing Home. This figure includes expenses transferred from various departments and consolidated under Administration Expenses. The new policy will eliminate the need to pay substitute employees time and a half, and will result in better morale and patient care according to Mr. Wilson. It changes incentives towards more appropriately rewarding those who come to work rather than those who take days off in order to prevent loss of sick time benefits. An increase in dues to \$1,300 (5100.26) will allow Maplewood to participate in a group purchasing arrangement which should save money over time.

Phone rate increase will probably raise service costs (5100.30) to \$9,000. The estimate for Maplewood's portion of the County's computer system is \$20,000 (5100.86). This had been separated and attributed to that facility in order to get federal reimbursements for depreciation costs.

The Honeywell energy management system has saved approximately \$400 per month in electricity costs, but no other figures are available yet. Major problems occurred due to the power outages and surges from the recent cold spell. Honeywell is repairing the system.

Drug purchases (5180.42) request has been decreased to \$69,000 based on 1984 expenditures.

Representative Parker suggested that we do a careful assessment of whether to tear down the abandoned buildings in Westmoreland. Representative Matson said these buildings may be able to be used as low security dormitories for overnight prisoners as the DWI penalties are strengthened. Commissioner Cheney said they would still require separate staff. Representative Perry assured the Committee that a full investigation of all the options would be made before a decision was made.

Representative Ramsay moved the Executive Committee recommend that the full Delegation approve an expenditure not to exceed \$5,500 for further study of computerization and that the Commissioners give notice of the meetings necessary to authorize such an expenditure. Seconded by Representative Delano and approved unanimously.

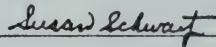
Marshall Patmos explained the combined Federal/State/County funding of the Cooperative Extension Service. The rent request (8360.40) includes all heat, electricity, and maintenance costs.



EXECUTIVE COMMITTEE  
BUDGET HEARING Continued  
January 21, 1985  
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The next budget hearing is scheduled for Monday, January 28, 1985 at 9:30 a.m. in the Court House Conference Room.

Hearing adjourned at 4:10 p.m.



Susan Schwartz, Clerk  
Cheshire County Executive Committee

cc: Members of the Delegation

## MINUTES

Cheshire County Executive Committee  
Budget Hearings  
Cheshire County Court House  
January 29, 1985

PRESENT: Representatives Arnott (morning), Davis, Delano, Gordon, Matson (morning), Parker, Perry, Ramsay, Riley (afternoon), Schwartz, Scranton, Thompson. Commissioners Adams, Cheney; Coordinator Drouin.

At 9:45 a.m. Chairman Perry opened the meeting.

### Welfare Department

Mimi Barber, Welfare Director, extensively explained the budget for her department. Although their case load for Direct Aid decreased in 1984, the complexities of the cases, and therefore, staff time has increased. Direct Aid was under expended in 1984 by \$26,621, so line 4190.53 has been reduced to \$55,000.

Old Age Assistance (4190.54) is reduced to \$31,000 due to clients entering nursing homes; however, this results in an increase in the Intermediate Nursing Care funding request. (See Below)

Aid to Permanently and Totally Disabled (4190.55) has shown an average annual increase of 15% over the past 5 years. Mrs. Barber explained the difficulties in tracking cases because people often go on and off the rolls. The State determines eligibility requirements and the County is responsible for the costs associated with its residents.

Rep. Arnott questioned whether the State should take more of a responsibility for these costs since they impact the towns and counties so disproportionately.

Rep. Matson explained that this is attempted unsuccessfully every legislative session.

Rep. Ramsay said the State may even be decreasing its share.

Intermediate Nursing Care (4190.56) shows an average annual increase of 9% over the past 3 years. The funding request has been increased to \$1,013,700.

Board and Care of Children includes court ordered placements and transfers from the city and towns after their one-year liability. New cases have increased this request (4190.58) to \$485,100.

Mrs. Barber explained how Senate Bill 1, which is still being drafted, will significantly reduce the costs to counties for her department. Board and Care costs will be split 75% state/25% county, with no town appropriations. Direct Aid will be administered by towns. The state will give counties prorated budget figures instead of requiring supplemental expenditures for Categorical Assistance (Intermediate Nursing Care, Old Age Assistance, Aid to Permanent and Totally Disabled).



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#### New Hope/New Horizons

New Hope/New Horizons Finance Director Tom Daniels, Interim Executive Director Alan Green, and Program Director Stewart Greenspan explained that their request for an additional \$10,000 in 1985 (4190.60) is to purchase a machine which will allow them to obtain a federal job contract for their clients. These jobs will enhance the economic self-sufficiency of their agency.

#### Home Health Care and Community Services

Home Health Care and Community Services Director Jane Garry and Maiche Gardner asked for a 10% increase in 1985 (4190.62) for their Homemaker/Home Health Aide program, which provides in-home services for terminally ill and elderly people so they can remain in their homes.

#### Monadnock Health and Welfare Council

Monadnock Health and Welfare Council President Chris Gallagher and Executive Director Cliff Smith described their information and referral service as an attempt to coordinate and consolidate the region's agencies and programs. Their 24-hour helpline received over 2,000 calls in 1984. Questions were raised on the issue of co-location. Some banks have indicated they may be willing to help finance this effort. A consolidation committee has been formed to discuss their working more closely with the Monadnock United Way.

Lunch break at 12:10 p.m.

Reconvened at 1:05 p.m. with Rep. Ramsay chairing in Rep. Perry's absence.

#### Youth Services Inc.

Youth Services Inc. Executive Director Linda Kent and Board members Ceil Goff and Tim Robertson made a new request for \$36,000 to cover 1/3 of their expenses. They provide foster care for juveniles, including extensive support and training for families. \$500 per month is given to the families for the child's needs. In 1984 they had 63 referrals. Costs per child have increased from \$800 to \$950. Some of this increase is a result in the decrease in placements due to the liens placed on families' homes, thus increasing administrative costs per child. Commissioner Cheney stated the Commissioners are supporting this additional request.

Coordinator Drouin explained that no one would be representing the Juvenile Conference Committee at the hearing. Their funding request is for towns other than Keene because the City pays for its own cases. (4190.59) To be funded by General Revenue Sharing appropriation, to avoid dual taxation for City of Keene.

#### Women's Crisis Services

Women's Crisis Services Director Karen Wagner and Board member Nancy Turgeon have made a new request for \$5,000 for general support. (Representatives Perry and Davis join the meeting.) This funding will help them hire a third staff person.

#### County Attorney

County Attorney Edward O'Brien discussed his need for a third attorney based on an increased work load.

Rep. Perry asked for past figures as a comparison.

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Mr. O'Brien stated the numbers would be misleading because many cases have been consolidated, but require more time per case. The number of motions have increased significantly.

Rep. Davis asked if he could hire a part-time attorney.

Mr. O'Brien is unsure whether he could hire a qualified person at a part-time rate.

Rep. Perry read a letter from the President of the Cheshire County Bar Association regarding a vote of their group on September 5, 1984 supporting Mr. O'Brien's request.

The costs in the department's budget which have no expenditures in 1984 but do have requests for 1985 are due to changes in the court system. (4110.40-.45) Commissioner Cheney requested an executive session with the Delegation to discuss personnel matters before the vote on this request.

Rep. Perry assured him of an opportunity for rebuttal.

SWNH Fire Mutual Aid

Fire Mutual Aid Chief Callahan made the following changes in his requests:

9080.02	\$176,588.74
10	2,083.00
11	450.00
12	10,731.27
14	360.00
30	3,900.00
36	400.00
39	450.00
82 (Dispatch)	350.00

With a New Sub-Total of	\$237,602.00
Minus Application of 1984 Surplus	<u>8,250.00</u>
For a Requested Total of	\$229,352.00

Chief Callahan also discussed his desire to replace the leased telephone lines with a microwave system. The State Civil Defense Department, Vermont Yankee Nuclear Power Plant, and local hospitals could also use the system, which is much more dependable than phone lines.

Bruce Beliveau of Motorola described one of his system's capabilities including duplicating 96 phone lines, the possibility of linking the computer lines between the Court House and Maplewood, and its "fail safe" potential.

Chief Callahan described various financing options for such a system, which is estimated to cost \$57,888 or \$15,564 annually for a 5 year lease. The price of the system would eliminate the leased lines budget item. (9080.33)

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Cheshire County Conservation District

Cheshire County Conservation District increases in payroll (9384.02) result from USDA's elimination of funding for this position. Now the District Manager will be entirely funded by the District. USDA may pick-up salary expenses if the District purchases a computer, which is requested in line 9384.86.

Next meeting scheduled to follow the public hearing on February 4, 1985, at 10:00 a.m. in the Commissioners Conference Room, Cheshire County Court House.

Meeting adjourned at 4:20 p.m.

Respectfully Submitted,



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Susan Schwartz, Clerk  
Cheshire County Executive Committee

cc: Members of the Cheshire County Delegation

## MINUTES

Cheshire County Executive Committee  
Budget Hearings  
Cheshire County Court House  
February 4, 1985

PRESENT: Representatives Arnott, Blacketor (morning), Davis, Delano, Gordon, Parker, Perry, Ridge (morning), Russell, Schwartz, Thompson.

Rep. Perry opened the hearing at 11:15 a.m.

Rep. Delano moved that the Commissioners be authorized to order the window quilts already included in the proposed 1985 Budget in order to take advantage of a current 10% reduced price offer. Seconded by Rep. Parker. Affirmed unanimously.

Rep. Arnott moved the Commissioners should get price estimates of quilts for the remaining Court House windows and report back to the Executive Committee. Seconded by Rep. Russell. Affirmed unanimously.

### Rear Court House Entrance

Mr. Larson, Maintenance Supervisor, presented a letter from MacMillan & Co. estimating \$35,000--\$50,000 in construction costs. An estimate from Cheshire Builders is expected soon.

Mrs. Drouin explained the security complications of building a roof over the entrance because of potential access to the jury room.

Mr. Larson also noted that snow removal was a problem there.

### Personnel Issues

Sick Pay Policy--Rep. Blacketor objected to the proposed policy changes.

Mrs. Drouin explained the option given to employees of receiving payment at the end of the year for their unused sick days or "banking" up to 60 accumulated unused sick days, for which there would be no monetary reimbursement.

Mr. Wilson explained the history of sick pay policy changes and the costs involved with each system. He said that giving the employees a check near Christmas time for their unused sick days would be an incentive not to abuse the system, and would also decrease absenteeism, boost morale, and improve patient care. "Merit" pay increases are built into the Budget and employee reviews include sick time used. Employees can be terminated for excessive sick time. There is still considerable abuse of the system, but a less costly option has not been found yet. Rep. Blacketor requested documentation. Mr. Wilson said their audits require the inclusion of sick time accrual because they are entitled to a 75% reimbursement from Medicaid on pay backs. Other states have had court cases on sick pay accrual liability, but they have not been tested in New Hampshire yet. He recommended trying the proposed changes because they can be altered again next year if they are ineffective.

Rep. Arnott said he is not convinced that is the best policy, but is willing to try it to see if there is any savings. He said he is philosophically opposed to it no matter what the amount of the savings.

Rep. Parker said he is willing to try the new policy and that after one year the figures should be compared with previous years to determine if further changes should be made next year.

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Break for lunch at 12:30 p.m.

Reconvened at 1:30 p.m.

Wage Scale Cost of Living Adjustment--Mrs. Drouin handed out regional and national Consumer Price Index figures for 1984, and reported that the Commissioners unanimously recommended not to include any COLA in their proposed 1985 Budget. She explained that each employee receives an annual increase within their wage grade of up to 5% for the first six years, based on an evaluation by their supervisor. After six years, increases are determined on a different basis. Recently, wage scales have been compared with those of other counties and private industry, according to specific job descriptions, and adjusted accordingly.

Rep. Thompson said the COLA should be included in the 5% step increase.

Rep. Schwartz explained that those were separate items. Step increases are based on employee experience and "merit" while COLAs are given in order to keep salaries consistent with price increases due to inflation. Some county employees are making low wages and not giving them a COLA would make it even more difficult for them financially.

Mr. Wilson said he had a high employee turnover rate, but that it was probably about average for those types of jobs.

Rep. Arnott moved that the Executive Committee recommend to the Convention adjusting base wage rates in the 1985 Budget to reflect a 3.5% COLA, effective April 1, 1985.

Seconded by Rep. Russell.

Motion defeated 3 - 5.

Representatives Arnott, Russell, Schwartz voting in favor.

Representatives Parker, Davis, Delano, Gordon, Perry opposed.

Rep. Gordon moved the item be reconsidered as the first item on the agenda of the next Executive Committee meeting.

Seconded by Rep. Russell.

Affirmed unanimously.

Blue Cross/Blue Shield--Mrs. Drouin reported \$24,542 is to be added to the budget (4100.12) for the additional 10% contingent premium settlement for 1984.

Rep. Russell moved the addition of the amount.

Seconded by Rep. Parker.

Affirmed unanimously.

Revenue--The proposed 1985 Budget reflects \$200,000 in federal revenue sharing (4085) but we will be receiving \$181,578.

The surplus is estimated at \$300,000 (4095) but is now expected to be between \$450,000 and \$500,000. Auditors will review the figures on February 12.

Rep. Thompson said that towns are required to reduce taxes by a percentage of any surplus and asked if the County had similar requirements.



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Rep. Perry said the structure of the revenue listing was inappropriate for the funding mechanism of the County. Revenue from towns should be at the bottom since they make up the balance after other revenue sources are determined.

Corrections

Rep. Parker reported several modular prison vendors have a variety of options available for units which could be added to the Westmoreland facilities. We should assess our future needs, including expected prisoner population and maximum versus minimum security needs. He explained that modular units could be opened or closed off as needed.

Mr. Wilson said he expected the number of prisoners to increase by 30 in the next 15 years.

Rep. Parker said we should ask representatives from various vendors to give us a presentation and asked Mrs. Drouin to begin sending letters of invitation.

Rep. Russell moved the Executive Committee recommend including up to \$20,000 in the 1985 Budget (6100.29) to explore jail facility expansion options, to be used for planning purposes only.

Seconded by Rep. Arnott.

Affirmed unanimously.

Next meeting scheduled for Monday, February 11 at 6:30 p.m. in the Cheshire County Court House.

(NOTE: Meeting Date Changed to Saturday, February 16 at 10:00 a.m.)

Meeting adjourned at 3:40 p.m.

Respectfully Submitted,



Susan Schwartz, Clerk  
Cheshire County Executive Committee

## MINUTES

Cheshire County Convention  
Public Hearing and Meeting  
Cheshire County Court House  
February 4, 1985

PRESENT: Representatives Arnott, Burley, Crane, Davis, Delano, Frink, Gordon, Parker, Perry, Ridge, Russell, Schwartz, Sullivan; Commissioners Adams, Cheney, Lane; Coordinator Drouin.

At 10:10 a.m. Chairman Gordon opened the public hearing.

Chairman Gordon asked Commissioner Cheney to explain the Commissioners' request for an appropriation of up to \$5,500 for further study of computerization.

Commissioner Cheney described the County's current accounting and payroll systems and the Smith, Batchelder, and Rugg recommendations for computerization. The requested appropriation is for a study of the specifications necessary to satisfy the County's needs, to go out for bids, and to analyze the bids. Other counties have made mistakes in their computer purchases because they relied on the advice of vendors only.

Rep. Burley asked if the computer would be used by all departments and if a programmer would have to be hired.

Commissioner Cheney responded that there are County employees who already have computer training. Other counties have needed additional personnel.

Pat O'Brien questioned the expense of an additional salary in the County Budget.

Chairman Gordon explained the reason for the proposed study was to answer those questions.

John Leahy, Chesterfield Selectman, asked about the use of surplus funds for the expenditure, and said the money should be returned to taxpayers because hiring consultants is often an inefficient way to answer questions.

Commissioner Cheney said the Commissioners do not have the expertise necessary to do the necessary analysis.

Rep. Schwartz said it would probably save the taxpayers money in the long run to get the most appropriate system, but said the amount requested seemed high.

Chairman Gordon closed the public hearing and opened the Convention meeting at 10:30 a.m.

Motion was made by Rep. Russell to authorize an expenditure of up to \$5,500 from the County's 1984 Budget surplus for further computerization study. Seconded by Rep. Delano.

Rep. Schwartz expressed support for the idea but said the amount seemed exorbitant.

Rep. Arnott said the study requires special technical expertise.

Rep. Davis asked how that figure was determined.



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Commissioner Cheney explained that the preliminary Smith, Batchelder and Rugg report recommended three phases and estimated that the first phase would cost \$5,000 -- \$5,500.

Rep. Thompson asked if whoever does phase 1 would also be involved in phases 2 and 3, and how those phases would be paid for.

Commissioner Cheney said whoever was chosen would probably be involved in all three phases. Once phase 1 was completed, the Commissioners would come back to the Convention with the recommendations and request an additional appropriation to continue on to the next phase. He said that some of the department heads were apprehensive about using a new system, but that no one would be forced to use it.

Rep. Parker said he hoped the County was not obligated to just accept the lowest bid without considering the bidder's qualifications.

Chairman Gordon explained that on the bid announcement it states that any bid may be denied for any reason.

Commissioner Cheney said he would confer with the Executive Committee about all bids.

Rep. Sullivan called the question. Seconded by Rep. Parker.

Affirmed unanimously.

Chairman Gordon restated the initial motion. Roll call vote 14 - 0 supporting the motion. (All Convention members in attendance voted yes.)

Chairman Gordon closed the meeting at 10:45 a.m.

## M I N U T E S

### Cheshire County Executive Committee Budget Hearings Cheshire County Court House February 16, 1985

**PRESENT:** Committee Members: Representatives Arnott, Davis, Gordon, Matson, Parker, Perry, Ramsay, Riley, Russell, Schwartz, Scranton; Reps. Ridge (morn), Sullivan, Thompson, Young (morning); Commissioners Cheney, Adams (afternoon); Coordinator Drouin.

At 10:10 a.m. Chairman Perry opened the meeting.

Members of a Chamber of Commerce committee asked to address the meeting. Richard Peloquin presented their concerns regarding property tax rate increases in Keene. He said that the County's budget accounts for the smallest share of the tax burden as compared to the city and school district, but that the County budget has shown the greatest increases. Keene's assessed value has gone up 18%, but property taxes have increased by 40%. The Chamber is asking that Keene's property tax rate increase be kept within the rate of inflation. Rep. Schwartz asked why these concerns were not brought up at public hearings and why none of the members of their group attended any of the budget hearings when the Executive Committee was going through the budget for each department. Mr. Peloquin responded that their committee had only been formed 4 weeks ago. Rep. Arnott said that government and school budgets must include mandated programs and services, and absorb cost increases which are greater than inflation, such as postal rates.

Commissioner Cheney requested an executive session to discuss personnel matters. Rep. Ramsay made a motion to go into executive session, seconded by Rep. Riley, and affirmed by an unanimous roll call vote.

Cost of Living Adjustment--Rep. Scranton suggested this item be considered after the full budget was reviewed. This was agreed to by general consensus.

Committee Appointments--Rep. Arnott moved the Chairman appoint subcommittees to study the issues of the jail facilities and computerization. Seconded by Rep. Russell and affirmed unanimously.

Microwave System--Chief Callahan explained the use of the proposed microwave system to replace existing phone lines and as a computer link. An FCC ruling of January 18 allows owners of such systems to underwrite their costs and earn a profit by selling excess capacity. They now lease 4 lines at a cost of \$38.50 each, Civil Defense and the Sheriff's Department lease 3 each, and the hospital 2 lines. Civil Defense and Vermont Yankee would be willing to pay for use of the system. Current cost estimates are \$57,000; could be purchased over a 5-year bond period at higher cost. He would like to write up the specifications and go out for bids. Rep. Schwartz asked how much excess capacity might be available and who would regulate the rates. Chief Callahan responded that only 15 lines of the 96 would be used and that there was no regulation of the rates. We could expect \$400-\$500 in monthly income. The system would have a 15-year life expectancy and is more reliable and of better quality than phone lines. He suggested the system should be owned by the County.

study the problem rather than transferring the money. Rep. Arnott and Rep. Russell accepted the amendment and it was approved unanimously. A letter from Stillman Rogers, Clerk of the Superior Court supporting construction and a letter from Cheshire Builders with a \$40,000 to \$50,000 estimate for construction were distributed.

4160.01-.99--With the change in .96 was moved by Rep. Scranton, seconded by Rep. Parker, and approved unanimously.

Lunch break at 12:30 p.m.

Reconvened at 1:00 p.m.

The \$183,645 assessment for the unified court system was approved by consensus following a discussion of how the costs were assessed to each county based on population. Rep. Gordon informed the committee that the County delegation chairmen will be meeting on a regular basis, and that this issue is one of their priorities for discussion.

4190.01-.92--With following changes was moved by Rep. Ramsay, seconded by Rep. Scranton, and approved unanimously.

.20	\$ 1,200
.53	55,000
.54	31,000
.55	300,000
.56	1,014,000
.58	485,000

Rep. Arnott moved denial of the request for funding the Juvenile Conference Committee (4190.59). Motion was not seconded. Rep. Parker requested they bring the delegation documentation of their activities. Rep. Schwartz moved approval of the funding request, Rep. Ramsay seconded, passed on voice vote.

4190.60--Moved by Rep. Ramsay, seconded by Rep. Russell. Rep. Scranton suggested urging the new director of New Hope/New Horizons to bring in consultants from private industry to help with their financial problems. Rep. Russell said this is already in progress. Funding request approved unanimously.

4190.61--Moved by Rep. Ramsay, seconded by Rep. Gordon. Rep. Parker described the committee which he serves on to improve efficiency through consolidation. Some determination will probably be made before the full delegation votes on a final budget. Motion approved on voice vote.

4190.62 --Moved by Rep. Ramsay, seconded by Rep. Matson, approved unanimously.

The two new agencies requesting funding were discussed. Rep. Scranton said we should not be adding funding for additional social service agencies. Rep. Schwartz moved \$5,000 for the Womens Crisis Services. Seconded by Rep. Matson, and defeated on a voice vote. There was further discussion about the Youth Services, Inc. Rep. Russell moved the addition of \$36,000 for that agency. Seconded by Rep. Scranton, and approved on a voice vote.

4200.02-.94--Moved by Rep. Ramsay, seconded by Rep. Gordon, approved unanimously.

8360.01-.94--New total of \$97,725 due to surplus change of \$4,158.84. Moved by Rep. Ramsay, seconded by Rep. Gordon, approved unanimously.

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9080.01- .94--With changes made at January 29, 1985 budget hearing, so new total is \$229,352. Moved by Rep. Ramsay, seconded by Rep. Gordon and approved unanimously. Funding for the microwave system will be discussed at a later date.

9100--For \$155,176 was moved by Rep. Ramsay, seconded by Rep. Davis, and approved unanimously.

Rep. Scranton moved a return to executive session with Commissioner Cheney and Commissioner Adams for a discussion of personnel issues. Seconded by Rep. Russell, and approved unanimously by roll call vote.

5100.01- .94--With the following changes moved by Rep. Matson, seconded by Rep. Ramsay, and approved unanimously.

.26	\$1,300
.30	9,000
.94	5,500

5130.01- .86--Moved by Rep. Ramsay, seconded by Rep. Matson, approved unanimously.

5140.01- .86--Moved by Rep. Matson, seconded by Rep. Arnott, approved unanimously.

5150.01- .99--Moved by Rep. Scranton, seconded by Rep. Arnott, approved unanimously.

5160.01- .86--Moved by Rep. Ramsay, seconded by Rep. Davis, approved unanimously.

5170.01- .86--Moved by Rep. Scranton, seconded by Rep. Arnott, approved unanimously.

5180.02- .86--With change in .42 to \$69,000 moved by Rep. Ramsay, seconded by Rep. Arnott, approved unanimously.

5190.42- 5193.42--Moved by Rep. Arnott, seconded by Rep. Davis, approved unanimously.

5195.01- 5197.86--Moved by Rep. Arnott, seconded by Rep. Parker, approved unanimously.

6100.01- .99--With changes in .29 to \$21,890 and .94 to \$2,480 moved by Rep. Arnott, seconded by Rep. Parker, approved unanimously.

6200.00--Moved by Rep. Ramsay, seconded by Rep. Arnott, approved unanimously.

7100.01- .94--With change in .94 to \$2,810 moved by Arnott, seconded by Rep. Davis, approved unanimously.

Cost of Living Adjustment--Rep. Russell moved the adjustment of base wage rates to reflect a 3.0% cost of living adjustment, effective April 1, 1985. Seconded by Rep. Schwartz. Rep. Russell described the difference between step raises and COLAs. The evaluation process for step increases was discussed. Motion passed on voice vote.

Benefits Reserve--Rep. Arnott moved the reduction of this item by half throughout the budget. Seconded by Rep. Ramsay. Rep. Arnott said this funding level would be more in keeping with the standard practice of paying

employees for half of an unused sick day. Rep. Scranton said it would be better to offer bonuses for good attendance. Rep. Arnott withdrew his motion. Rep. Davis moved the funding request as proposed with review of its effectiveness after one year. Seconded by Rep. Russell, approved on voice vote.

Subcommittee Appointments

Prison--Reps. Parker, Matson, Thompson

Computer--Reps. Arnott, Davis, Scranton

Building Entrance--Reps. Russell, Gordon, Schwartz


Rep. Thompson questioned Maplewood's rate schedule and its competitiveness. Mr. Wilson described the policy on admitting private paying patients at a 10% population level. Commissioners agreed to evaluate the current rate schedule.

Next meeting to be scheduled at a later date.

(NOTE: Meeting Tuesday, February 26, at 7:00 p.m. in the Court House.)

Full delegation meeting tentatively scheduled for Saturday, March 16, at 9:30 a.m. at Maplewood.)

Meeting adjourned at 4:10 p.m.

  
\_\_\_\_\_  
Susan Schwartz, Clerk  
Cheshire County Executive Committee

cc: Members of the Cheshire County Convention



M I N U T E S

Ad Hoc Committee on the County Jail  
Cheshire County Court House  
Monday, February 25, 1985 10:00 a.m.

PRESENT: Commissioner Adams, Representative Parker, and Representative Thompson.

The matter of additions, remodeling, and changes to the County Jail in Westmoreland were discussed with a representative from ATCO Structures, Inc., Mr. Park. His company makes portable housing for oil pipeline companies as well as design prison facilities.

These portable facilities come in modular form and can be designed in sufficient size to meet about any situation and design criteria which is wanted by the customer.

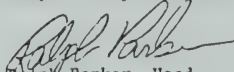
All members present discussed many requirements to include placing one of the units atop the jail providing the design of the roof would support the additional weight.

Mr. Park indicated that his company would be only too glad to furnish additional help in any planning effort that the committee may wish to make.

Commissioner Adams made the suggestion that the inside of the prison which presently is used for the recreation area might be redesigned into a cell area, and that a recreation module be added to the prison to alleviate the overcrowding problem.

Meeting adjourned at 11:45 a.m.

Respectfully Submitted,

  
Ralph Parker, Head  
Ad Hoc Committee

RP/gs

cc: Rep. Thompson



## MINUTES

Cheshire County Executive Committee  
Budget Hearings  
Cheshire County Court House  
February 26, 1985

PRESENT: Committee Members: Representatives Arnott, Delano, Gordon, Matson, Parker, Perry, Riley, Russell, Schwartz, Scranton. Representatives Ridge, Thompson, Young; Commissioner Cheney, Coordinator Drouin, Superintendent Wilson, County Attorney O'Brien, Fire Mutual Aid Chief Callahan, and briefly, Register of Deeds Hubal.

At 7:20 p.m. Chairman Perry opened the meeting.

Register of Deeds, Evelyn Hubal, informed the committee of House Bills introduced this session which would have an impact on the County's income from her department based on changes in the real estate transfer tax.

### Maplewood Administrative Personnel

Superintendent Wilson requested an additional \$10,000 be included in the 1985 Budget to hire a business manager when the computer is installed. A new line item would be listed (5100.02) for this appropriation.

### Capital Projects

Jail--Rep. Parker reported his discussions with a Canadian company which has modular units available for 24 prisoners, and can include cooking facilities, recreational areas, etc. They are fully insulated and can be closed off or opened as needed. Unit prices begin at \$20,000. A Connecticut company is willing to show us a slide presentation regarding their units. Several other letters of inquiry were sent to various companies and we are awaiting responses.

Rep. Matson suggested waiting for the state to make further decisions as to their role before we build additions to our facility. The Fish & Game Dept. will be setting up a regional office in this area and may be able to use the abandoned buildings in Westmoreland for their headquarters. Commissioner Cheney distributed packets of information regarding the condition of those buildings and future jail capacity needs. The Commissioners' position is that the Hospital building be renovated and the others be demolished. He noted an error on page 2 of their position paper; liability insurance may be available. Mrs. Drouin stated that the buildings are not currently insured, but insurance costs could be determined on a square foot basis. Rep. Matson recommended including money in the 1985 Budget for preventative maintenance and discussing the issue further after the budget process. Rep. Arnott concurred.

Computerization--Bids are due by Friday, March 1 at 5:00 p.m., to be opened on Monday, March 4 at 10:00 a.m.

Microwave System--Chief Callahan described the system capabilities and cost savings potential. Civil Defense has not committed to cost sharing yet, but he expects them to since they are now paying \$1,200 each month for phone lines.

He expects the price to be reduced by as much as \$5,000 in the bid process. The current list price for the system is \$57,000.

Rear Entrance--Rep. Gordon asked a local contractor to look at the site and an estimate may be presented soon.

Revenue

An audit by John J. Hurley & Co. shows a \$921,000 surplus for 1984. Of that, \$350,000 is reserved for working capital, leaving \$571,000 as the unreserved fund balance which can be used to offset taxation. Rep. Riley moved using up to \$52,000 for the microwave system. Seconded by Rep. Russell, approved unanimously.

Rep. Parker moved using up to \$20,000 for roof repair of the Hospital and Main Building in Westmoreland, with the remainder to be used for securing those buildings. In addition, up to \$10,000 is to be used for the demolition of the freezer building, little men's dormitory, and men's dormitory. Seconded by Rep. Riley, approved unanimously.

Rep. Matson moved that the Executive Committee go into executive session with Commissioner Cheney to discuss personnel issues. Seconded by Rep. Arnott. Approved by unanimous roll call vote.

Rep. Russell moved the addition of \$10,000 for a Maplewood business manager to coordinate and implement computerization, a new line 5100.02 to be added to the budget. Seconded by Rep. Arnott, approved unanimously.

The 1985 Federal Revenue Sharing Allocation is \$181,578 (4085). Rep. Scranton moved the use of this money for the Welfare Department's Board and Care expenditures (4190.58). Rep. Schwartz amended the motion to use \$12,000 for the Juvenile Conference Committee in order to avoid double taxation for Keene, and to use the remaining \$169,578 for Board and Care. Seconded by Rep. Russell. Amended motion approved unanimously.

Rep. Scranton moved recommendation of the Commissioners proposal for funding the County Attorney's budget item for personnel (4110.02). Seconded by Rep. Arnott, approved unanimously.

Rep. Arnott moved acceptance of the full Department budget for the County Attorney as recommended by the Commissioners. Seconded by Rep. Scranton, approved unanimously.

Rep. Gordon asked if other members of the Executive Committee had received phone calls regarding the recommendation to deny the request for funding from the Women's Crisis Services. Several indicated they had. Rep. Gordon asked what their current funding status is. Rep. Schwartz explained they are funded by the Monadnock United Way and they also do some of their own fundraising. The United Way suggested they also seek other sources of funding, so they are now requesting funds from towns in the region and the County. Mrs. Drouin said Mimi Barber expressed support for the funding because she comes in contact with women who are in need of those services.

Rep. Russell moved reconsideration of the funding request. Seconded by Rep. Riley. Approved 6-3. Reps. Gordon, Matson, Riley, Russell, Delano, Schwartz voting in the affirmative. Reps. Scranton, Arnott, Parker voting against the motion. Rep. Riley moved recommending funding of the \$5,000 request.

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Seconded by Rep. Schwartz, approved 6-3.

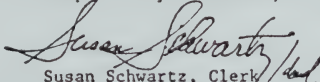
Rep. Arnott moved the use of up to \$55,000 for computerization; \$52,000 for the microwave system; \$20,000 for roof repair and securing buildings in Westmoreland; \$10,000 for demolition of buildings; and \$5,500 prior computer study appropriation from the unreserved fund balance of the 1984 surplus with the remaining \$428,500 to be used to offset taxation (4095). Seconded by Rep. Russell; approved unanimously.

Rep. Russell moved recommendation of the full budget. Seconded by Rep. Parker, approved unanimously.

Full delegation budget meeting scheduled for Saturday, March 23, at 9:30 a.m. in Westmoreland.

Meeting adjourned at 9:45 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Susan Schwartz".

Susan Schwartz, Clerk  
Cheshire County Executive Committee

cc: Cheshire County Convention  
Treasurer Dunn  
Mr. David L. Connors, John J. Hurley & Co.  
Hon. William Gardner, Secretary of State  
Hon Frederick LaPlante, Dept. of Revenue Admin.

MINUTES

Sub-Committee on the County Jail  
Cheshire County Court House  
March 2, 1985 10:00 a.m.

PRESENT: Representatives Matson, Parker, Thompson; and three members from Arthur Modular Security.

Discussion centered mostly around the need for increased facilities at the Westmoreland prison.

The Arthur representatives outlined their ability to prepackage requirements for modular prisons as well as add-ons to present facilities. They stressed that they were able to make available any type of facility depending on what degree of hardness (security) was needed.

Slides were shown of facilities that they had designed and were presently in place.

Arthur representatives indicated that when planning decisions were made it would be possible for them to assist with their staff in the overall design based on the requirements needed at Westmoreland. This would seem to be very cost effective as it would reduce start-up costs. Arthur representatives stressed that all design features would meet or exceed Federal standards.

The Committee decided that it would be advisable to send plans of the Westmoreland facility in order that they would be more familiar with the problem. Additionally, they indicated that a return trip to view the facilities would be in order.

Respectfully Submitted,

*Ralph Parker*

Ralph Parker, Head  
Jail Sub-Committee

RP/gs

cc: Rep. Thompson  
Rep. Matson

## MINUTES

Cheshire County Executive Committee  
Special Budget Meeting  
Cheshire County Court House  
March 18, 1985

This was a special meeting of the Cheshire County Executive Committee called by six members in order to discuss presentation of the budget to the full delegation.

PRESENT: Representatives Arnott, Delano, Gordon, Matson, Parker, Perry, Russell, Schwartz, Scranton. Also Representatives Ridge and Thompson.

At 7:15 p.m. Chairman Perry opened the meeting.

A letter from City Manager Pat McQueen in support of full funding of the Monadnock Health and Welfare Council's request was distributed. Rep. Arnott moved reconsideration of the request, seconded by Rep. Russell, approved unanimously. Discussion followed, but no action was taken to change the recommendation of funding at the reduced level.

Rep. Matson moved that we reconsider the entire budget, seconded by Rep. Russell, approved on a voice vote. Rep. Scranton stated that the appropriate time for reconsideration is at the full delegation meeting, and that she hopes the department heads will be present at that meeting to answer questions. Rep. Matson expressed concern over such a large budget surplus when towns are under severe tax burdens.

Rep. Schwartz moved to allow Rep. Thompson to present his recommendations for reducing the budget so the Executive Committee would know what issues he will bring up at the full delegation meeting. Seconded by Rep. Arnott, approved unanimously. Rep. Thompson described his recommendation, including his opposition to the cost-of-living adjustment in salaries, and sick pay policy, and his suggestions for specific line item reductions and increasing rates at Maplewood. Commissioner Cheney refused to respond to the recommendations stating that the Commissioners feel they have made their best recommendations and it is now up to the delegation to make their decision.

Rep. Gordon presented a letter from Camp Holiday requesting funding of \$5,000. Consensus was that they should be informed that budget deliberations for 1985 have been completed.

Rep. Gordon presented an estimate for alterations of the Sheriff's Dept. rear entrance of \$15,000 for a chain link fence with a fiberglass roof. The sub-committee will meet to discuss this further.

Meeting adjourned at 9:45 p.m.

Respectfully Submitted,

*Susan Schwartz*

Susan B. Schwartz, Clerk  
Cheshire County Executive Committee



## MINUTES

### Cheshire County Convention Budget Meeting Maplewood Nursing Home March 23, 1985

**PRESENT:** Representatives Arnott, Blacketor, Burley, Crane, Davis, Delano, Eaton, Frink, Gordon, Grodin, Johnson, Matson, Miller, Morse, Parker, Ramsay, Ridge, Russell, Schwartz, Scranton, Secord, Sullivan, Thompson, Young.

Chairman Gordon opened the meeting at 10:00 a.m. He explained the budget process, including the Executive Committee's hearings and deliberations, and approval necessary by the full delegation. Only members of the delegation are allowed to speak at this meeting, unless the Chair rules otherwise. Rulings of the Chair can be challenged.

Rep. Matson moved adoption of the \$8,391,084 budget as recommended by the Executive Committee. Seconded by Rep. Delano. Rep. Matson told the delegation that the Executive Committee had worked hard to keep costs down, and that the delegation should not nickel and dime it. He suggested limiting the surplus rather than raising taxes, and said we still don't know what impact legislation which is currently pending will have on the budget.

Rep. Thompson amended the motion to reduce the total by \$178,600. Seconded by Rep. Johnson. Rep. Thompson explained his proposed cuts, including the cost-of-living adjustment for County employees' salaries and in related costs, benefits reserve, and various line items. Reps. Arnott and Thompson described studies regarding comparisons in wages between the County and other regional employers. Rep. Ramsay asked the delegation to support the budget as recommended. She said that the budget should not be balanced on the backs of the employees, and that in order to attract and keep high quality employees, they must be paid a fair wage. Rep. Scranton concurred and called the question. Seconded by Rep. Ramsay. Vote 19-4 to limit debate.

Yes: Arnott, Blacketor, Burley, Crane, Davis, Delano, Eaton, Gordon, Grodin, Miller, Parker, Ramsay, Ridge, Russell, Schwartz, Scranton, Sullivan, Thompson, Young.

No: Frink, Johnson, Morse, Secord.

Vote 13-10 to amend motion.

Yes: Blacketor, Burley, Crane, Delano, Frink, Grodin, Johnson, Miller, Morse, Ridge, Secord, Thompson, Young.

No: Arnott, Davis, Eaton, Gordon, Parker, Ramsay, Russell, Schwartz, Scranton, Sullivan.

Rep. Scranton explained that if the delegation reduced the total, the Commissioners must then reduce line items at their discretion to meet the limit set. The only way that the delegation could have input into where the cuts would actually be made is to go line by line through the budget and make those cuts. She suggested voting down the pending motion. Motion as amended failed 4-19.

Yes: Davis, Johnson, Secord, Young.

No: Arnott, Blacketor, Burley, Crane, Delano, Eaton, Frink, Gordon, Grodin, Miller, Morse, Parker, Ramsay, Ridge, Russell, Schwartz, Scranton, Sullivan, Thompson.



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Rep. Eaton moved reconsideration of the Commissioners Department budget in light of Commissioner Cheney's recommendations. Seconded by Rep. Sullivan. Approved unanimously. Rep. Eaton moved reducing line 4100.05 by \$1456 for a new total of \$161,619. Seconded by Rep. Schwartz, approved unanimously.

County Attorney--4110.01-.94--Moved by Rep. Sullivan, seconded by Rep. Eaton, with reduction of \$2020 in .05. Rep. Thompson amended motion to cut \$500 from .20, \$100 from .22, and \$1,000 from each lines .40, .41, and .42, for a new total of \$124,073. Seconded by Rep. Johnson, approved as amended on voice vote.

Register of Deeds--4120.01-.94--With elimination of \$1,240 from line .05 for a total of \$135,758, it was moved by Rep. Thompson, seconded by Rep. Young, approved on voice vote for acceptance.

Sheriff's Department--4140.01-.94--With reduction of \$4,335 from .05, \$300 from .36, \$200 from .38, \$100 from .61, and \$1,000 from .72 for a total of \$265,965. Moved by Rep. Blacketer, seconded by Rep. Young, approved on voice vote.

Medical Examiner--4150.20-.42--With reductions of \$200 in .22 and \$1,000 in .40 for a total of \$7,930. Moved by Rep. Blacketer, seconded by Rep. Johnson, approved on voice vote.

Court House Maintenance--4160.01-.99--With reductions of \$500 in .05, \$1,000 in .65, \$500 in .70, \$500 in .72, \$500 in .82, for a total of \$361,556. Moved by Rep. Thompson, seconded by Rep. Johnson, approved on voice vote.

Unified Court Assessment--Budget for Superior Court as prescribed by the "unified court" assessment of \$183,645 moved by Rep. Eaton, seconded by Rep. Thompson, approved on voice vote. (4180)

Public Welfare--4190.01-.92--With \$700 reduction in .05 for a total of \$1,968,045. Moved by Rep. Ridge, seconded by Rep. Thompson, approved on voice vote.

Juvenile Conference Committee--4190.59--Total of \$12,000 moved by Rep. Scranton, seconded by Rep. Eaton, approved on voice vote.

New Hope/New Horizons--4190.60--Total of \$55,000 moved by Rep. Delano, seconded by Rep. Russell, approved on voice vote.

Monadnock Health and Welfare Council--4190.61--For a total of \$16,000 moved by Rep. Delano, seconded by Rep. Scranton, approved on voice vote.

Home Health Care and Community Services--4190.62--Reduction of \$1,000 moved by Rep. Blacketer, seconded by Rep. Morse, denied on voice vote. Funding of \$57,400 as recommended moved by Rep. Eaton, seconded by Delano, approved on voice vote.

Youth Services, Inc.--4190.63--Total of \$36,000 moved by Rep. Scranton, seconded by Rep. Davis, approved on voice vote.

Women's Crisis Center--4190.64--Total of \$5,000 moved by Rep. Eaton, seconded by Rep. Davis, approved 14-7.

Yes: Arnott, Blacketer, Davis, Delano, Eaton, Grodin, Matson, Miller, Parker, Russell, Schwartz, Scranton, Sullivan, Young.

No: Burley, Crane, Frink, Johnson, Morse, Ridge, Thompson.

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Public Welfare total \$2,149,445 was moved by Rep. Davis, seconded by Rep. Scranton, approved on voice vote.

Alcohol Crisis Grant--4200.02-.94--For a total of \$13,157 moved by Rep. Delano, seconded by Rep. Arnott, approved on voice vote.

State Litter Program--4222.02-.84--For total of \$35,178 moved by Rep. Burley, seconded by Rep. Delano, approved by voice vote.

County Extension--8360.01-.94--With reductions of \$500 in .20 and \$1,000 in .29, for a total of \$96,205 moved by Rep. Thompson, seconded by Rep. Arnott. Rep. Scranton amended to increase line .03 by \$500 to include cost-of-living adjustment. Seconded by Rep. Eaton. Amended motion approved on voice vote, for a new line total of \$96,705.

SWNH Fire Mutual Aid--9080.01-.94--Total of \$229,343 moved by Rep. Eaton, seconded by Rep. Davis, approved on voice vote.

Interest Expense-TAN--9100--Total of \$155,176 moved by Rep. Delano, seconded by Rep. Burley, approved on voice vote.

Capital Outlay--9200.81-.97--With reduction of \$20,000 in .97 for computerization, new total of \$117,000 was moved by Rep. Thompson, seconded by Rep. Young. Rep. Johnson amended motion to delete line .96 for demolition, seconded by Rep. Matson. Discussion of building demolition followed. Amendment failed on voice vote. Original motion approved on voice vote.

Cheshire County Conservation District--9384.02-.86--Total of \$13,343 moved by Rep. Blacketor, seconded by Rep. Grodin, approved on voice vote.

Maplewood Administration--5100.01-.94--With reductions of \$39,000 in .05, \$200 in .20, \$500 in .22, \$100 in .39, and \$5,000 in .92, for a new total of \$297,773, it was moved by Rep. Blacketor, seconded by Rep. Grodin, approved on voice vote.

Maplewood Dietary--5130.01-.86--With a \$400 addition in .05 for a total of \$463,601, it was moved by Rep. Young, seconded by Rep. Arnott, approved on voice vote.

Maplewood Nursing--5140.01-.86--With a \$1,500 addition in .05 for a total of \$1,314,952, moved by Rep. Davis, seconded by Rep. Schwartz, approved on voice vote.

Maplewood Plant Operations--5150.01-.99--With addition of \$1,000 in .05 and reductions of \$200 in .41 and \$2,300 in .70, for a new total of \$761,254 was moved by Rep. Thompson, seconded by Rep. Blacketor, approved on voice vote.

Maplewood Laundry and Linen--5160.01-.86--With addition of \$500 in .05 for a new total of \$174,901, it was moved by Rep. Blacketor, seconded by Rep. Young, approved on voice vote.

Maplewood Housekeeping--5170.01-.86--With addition of \$250 in .05 for a new total of \$209,498 was moved by Rep. Blacketor, seconded by Rep. Grodin, approved on voice vote.

Maplewood Physicians and Pharmacy--5180.02-.86--With addition of \$550 in .05 for a new total of \$147,294 moved by Rep. Thompson, seconded by Rep. Blacketor, approved on voice vote.

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Maplewood Resident Services--5190.42-.57--For a total of \$7,279 moved by Rep. Delano, seconded by Rep. Arnott, approved on voice vote.

Maplewood Activities--5193.01-.42--With an addition of \$500 in .05 for a total of \$73,474, it was moved by Rep. Arnott, seconded by Rep. Delano, approved on voice vote.

Maplewood Social Services--5195.01-.86--With an addition of \$500 in .05 for a new total of \$38,332 was moved by Rep. Thompson, seconded by Rep. Arnott, approved on voice vote.

Maplewood Occupational Therapy--5196.01-.42--Total of \$24,503 moved by Rep. Thompson, seconded by Rep. Grodin, approved on voice vote.

Maplewood Physical Therapy--5197.01-.86--With an additional \$500 in .05 for a total of \$78,667 moved by Rep. Davis, seconded by Rep. Arnott, approved on voice vote.

Total Special Services budget of \$222,255 was moved by Rep. Thompson, seconded by Rep. Arnott, approved on voice vote.

County Jail and House of Correction--6100.01-.99--With reductions of \$5,752 in .05 and \$1,100 in .65, for a total of \$445,428 moved by Rep. Thompson, seconded by Rep. Grodin, approved on voice vote.

Prisoners Held in Other Institutions--6200--Total of \$35,000 moved by Rep. Blacketer, seconded by Rep. Arnott, approved on voice vote.

County Farm--7100.01-.94--With a \$788 reduction in .05 for a total of \$202,573 moved by Rep. Thompson, seconded by Rep. Arnott, approved on voice vote.

Total \$8,344,251 budget expenditures moved by Rep. Davis, seconded by Rep. Blacketer, approved 17-1.

Yes: Arnott, Blacketer, Burley, Crane, Davis, Delano, Frink, Grodin, Matson, Miller, Morse, Parker, Ridge, Schwartz, Scranton, Thompson, Young.

No: Johnson

The budget was reduced by \$82,011 from the Executive Committee's recommendations.

On the Revenue side:

New line item for State Litter Grant \$35,178 added.

Use of Revenue Sharing Funds \$169,578 for Board and Care (4190.58) and \$12,000 for Juvenile Conference Committee (4190.59) moved by Rep. Arnott, seconded by Rep. Davis, approved voice vote.

Funds to be raised by taxation \$3,697,500 moved by Rep. Arnott, seconded by Rep. Young, approved on voice vote. This is a 7.1% increase from 1984.

Total Revenues: \$8,344,251

Rep. Grodin offered a non-binding resolution:

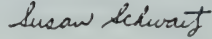
Resolve that the Executive Committee and the Commissioners review, prior to the next County budget, the funding mechanisms of those social service organizations which have multiple funding sources. Seconded by Rep. Arnott, approved on voice vote.

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Rep. Delano moved a special thanks to the Commissioners and the Administrative Assistant. Approved by standing ovation.

Rep. Matson moved adjournment at 5:30 p.m. Seconded by Rep. Arnott, approved unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Susan Schwartz".

Susan Schwartz, Clerk  
Cheshire County Convention

## MINUTES

### Cheshire County Executive Committee Second Quarter Budget Review July 29, 1985 Cheshire County Court House

PRESENT: Executive Committee Representatives Perry, Riley, Arnott, Parker, Davis, Gordon, Matson, Schwartz; Convention Representatives Thompson and Burley; Commissioners Cheney and Adams; Administrator Wilson; Coordinator Drouin; and Treasurer Dunn.

Chairman Perry opened the meeting at 4:10 p.m.

#### Jail

Rep. Parker distributed and explained the Jail Study Sub-Committee Report, which includes recommendations of NIC Consultant Victor Liburdi and the sub-committee in order to bring the County Jail into compliance with federal and state guidelines, and to provide for an increasing jail population.

Motion by Rep. Riley, second by Rep. Davis, to accept the report and proceed with the recommendations to select and retain an architectural firm to develop the design and construction documents or order to allow expansion to begin in 1986; and to continue the sub-committee in order to assist and monitor progress of the recommendations outlined in their report. Motion voted unanimously.

#### Budget Overview

##### Revenue

Line 4009--Unanticipated revenue from escheat funds due the County.

Line 4061--July CD proceeds will provide an additional \$71,221.

##### Expenses

General consensus was that the first six months' spending was on target and appears good. There was some questions about items which appeared to be overexpended. These included:

- Blue Cross/Blue Shield where the contingency payments were carried from 1984.
- Unemployment Compensation, which is paid on the first \$7,000 of salary, so it is higher in the first six months of the year.
- Insurance which is timed payments.

There was also a discussion regarding available space in the Register of Deeds Office and the status of microfiche capability.

It was reported that the unified court system revenues may yield a surplus and there is a possibility that the County will not be required to pay the court assessment.

Superintendent Wilson said a 1977 truck needs to be replaced and he expects the cost to be about \$15,000 because the truck was used for both hauling and plowing. He plans to prepare an equipment depreciation schedule for the next few years and a plan for capital reserve needs. Motion by Rep.



Davis, second by Rep. Gordon, to authorize overexpenditure of the budget in order to proceed with the truck purchase. Approved unanimously.

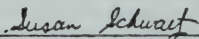
Monadnock Health and Welfare Council

Rep. Gordon distributed and explained a progress report and a report of the council's activities. He described a plan to merge the council with the Monadnock United Way. The plan includes a three year funding phase-out by the County.

Household Hazardous Waste Clean-Up Program

Rep. Schwartz described a state matching funds program to help local communities and regions collect and dispose of household hazardous wastes and reported some interest by local organizations to participate. The County will be approached in the future with a request for financial assistance for the local activities.

Motion for adjournment by Rep. Arnott, second by Rep. Davis, approved unanimously. Meeting adjourned at 5:50 p.m.

  
\_\_\_\_\_  
Susan Schwartz, Clerk  
Cheshire County Executive Committee



MINUTES  
CHESHIRE COUNTY EXECUTIVE COMMITTEE  
1985 THIRD QUARTER BUDGET REVIEW  
November 8, 1985

Cheshire County Court House

Attendance: Reps-Arnott, Davis, Delano, Gordon, Matson, Parker, Perry,  
Ramsay, Russell, Schwartz  
Commissioners Cheney and Lane, Donna Drouin, Richard Wilson

Chairman Perry opened the meeting at 4:05 p.m.

BUDGET REVIEW

The budget was reviewed page by page, with questions as to specific line items which have been significantly overexpended.

4100.92 Commissioners Office - Legal Expenses  
Commissioner Cheney explained the two cases which required additional legal fees:

- The NH Supreme Court decision which ordered reimbursement for vested employees under the prior sick pay policy, and
- The court related costs on the bid dispute regarding demolition of the buildings in Westmoreland.

Questions were raised as to why outside legal assistance was necessary when the County has its own attorney.

4120.86 Register of Deeds- Equipment  
A more sophisticated photocopier was purchased than the funding authorized would allow. Rep. Ramsay questioned whether there is a formal policy regarding a specific cost over run level at which additional approval is required. Currently, there is no such policy.

4140.40 Sheriff - Travel  
The overexpenditure is for reimbursement for use of personal cars at 40c per mile.

4200.00 Alcohol Crisis Intervention  
The grant has been extended until the end of the 1985 calendar year.

Maplewood/County Farm/Jail  
Rep. Parker questioned the need for a capital reserve fund for the replacement of large capital items.

REGISTER OF DEEDS SPACE NEEDS

A draft space requirements plan and microfiche operator job description were distributed. Discussion regarding the reasons why the microfiche equipment has not been used since its purchase two years ago followed. There was further discussion of the space needs plan with respect to the location of the computer.

Rep. Russell moved acceptance of the receipt of the space requirements report and to request further information regarding costs of the plan, to be presented during the next budget request, along with a recommendation from the Commissioners.  
Seconded by Rep. Ramsay, approved unanimously.

The executive committee also requested the Commissioners get a legal opinion regarding hiring authority. Consensus was that a formal proposal is needed with specific experience requirements in order to hire a microfiche operator.

Rep. Arnott moved the meeting go into executive session to discuss personnel matters.

Seconded by Rep. Schwartz, approved on a unanimous roll call vote.

Commissioners Cheney and Lane later joined the executive session.

Upon returning to open session, Rep. Ramsay moved that under RSA 24:17, the Executive Committee request the delegation chairman to immediately call a meeting of the delegation and recommend establishing a committee to investigate the ramifications of eliminating the position of County Coordinator.

Seconded by Rep. Arnott.

Rep. Ramsay expressed concern with preserving the job description which had been approved and funded by the delegation, and stated that should be the focus of an investigation, not personalities.

Motion approved unanimously.

Delegation meeting set for Tuesday, November 19, at 7:00 pm in the County Court House.

Rep. Arnott moved the Executive Committee direct the delegation chairman to get a legal opinion regarding the delegation's authority to delay purchase of the computer in light of new information, until the delegation authorizes the use of the funds.

Seconded by Rep. Russell, approved unanimously.

Rep. Ramsay moved adjournment, seconded by Rep. Delano, approved unanimously.

Chairman Perry closed the meeting at 7:00 pm.

Respectfully, submitted,

Susan Schwartz, Clerk

## CHESHIRE COUNTY DELEGATION MEETING MINUTES

December 2, 1985

### Cheshire County Court House

Representatives in Attendance: Arnott, Blacketor, Burley, Crane, Davis, Delano, Frink, Gordon, Grodin, Johnson, Matson, Miller, Morse, Parker, Perry, Ramsay, Ridge, Schwartz, Scranton, Secord, Sullivan, Thompson.

Delegation Chairman Gordon opened the meeting at 7:10 p.m. with a summary of the reasons why the meeting was called and a history of the issues involved. He explained that a unanimous vote of the County Executive Committee at its third quarter budget review meeting requested that he call a meeting of the full delegation to see if there was action to be taken under the provisions of RSA 24:17. Many members of the delegation expressed concern to him about the elimination of the position of County Coordinator by the Commissioners. The position had been established in 1981 after several years of urging by the delegation and inclusion of its funding in the County budget. The position was to be a full-time, non-political employee, under the supervision of the Commissioners. Rep. Gordon read a letter from a delegation committee which had studied the issue and urged that the recommended and funded position be staffed. He explained that with the rapidly increasing responsibilities of County government, and a budget of over \$8 million, a full-time coordinator was needed.

Rep. Johnson questioned the Commissioners' authority to eliminate the position. Rep. Arnott explained that the delegation has authority over the budget, which is somewhat limited.

Rep. Blacketor moved that under RSA 24:17 a committee be formed to investigate the ramifications of eliminating the position of County Coordinator. Seconded by Rep. Scranton.

Rep. Gordon read the relevant statutes regarding hiring and firing of County employees, and the responsibilities of the personnel committee, which consists of the delegation Chair, Vice-Chair, and Clerk.

Rep. Ramsay further elaborated on the history of the Coordinator position, and the need to maintain professional continuity as elected officials change. She explained that the position was created to help the Commissioners carry out their responsibilities, and stated that the proposed investigation should include a comparison of the current job description with the new one proposed by the Commissioners.

Rep. Grodin requested that Executive Committee Chairman Perry tell the full delegation about the discussions of the Executive Committee at its meeting of Nov. 8, 1985.

Rep. Perry told the delegation that the Executive Committee had gone into executive session and later called in the Commissioners. He said the discussions were quite heated and that although an investigation must focus on the position, there was no denying that the personalities involved are a significant factor in the current situation.

Cheshire County Delegation Meeting  
December 2, 1985  
page 2

Rep. Matson called the question. The non-debatable motion was unanimously affirmed by voice vote.

The motion to form an investigative committee, under RSA 24:17, requires a majority vote of the delegation.

Voting in favor of the motion: Arnott, Blacketor, Crane, Davis, Delano, Frink, Gordon, Grodin, Johnson, Matson, Miller, Parker, Perry, Ramsay, Schwartz, Scranton, Secord, Sullivan, Thompson.

Voting against the motion: Burley, Morse, Ridge.

Since the delegation consists of 27 members, 14 being a majority, and the vote on the motion was 19-3, Chairman Gordon declared that the motion passed.

Rep. Grodin moved that Chairman Gordon appoint an investigative committee as determined by the statutes. Seconded by Rep. Blacketor and affirmed by a unanimous voice vote.

Following a brief recess Chairman Gordon announced his appointments: Reps. Perry as Chairman, Ramsay, Scranton, Matson, Grodin.

Rep. Ramsay explained that one ramification of this conflict has been the loss of secretarial services from the County offices to the delegation. <

Rep. Perry read the statutes describing the process by which the investigative committee could have expenses approved by the Superior Court Judge.

Rep. Sullivan expressed his dissatisfaction with the loss of secretarial services. Even if expenses could be reimbursed, the time involved is also a factor.

Rep. Grodin reminded the delegation of his motion which was approved by the delegation at last year's final budget meeting requesting a study of the agencies which were funded by sources in addition to the county, and would like the results before we must vote on the next budget.

Rep. Thompson reminded the delegation of a motion requiring budget meeting notices be sent to all members of the delegation, not just the executive committee.

Rep. Scranton moved adjournment. Seconded by Rep. Matson, approved unanimously by voice vote.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Susan Schwartz, Clerk

FIRST MEETING OF INVESTIGATIVE COMMITTEE -- Tuesday, Dec. 17 @ 4:00p.m.  
1986 BUDGET PUBLIC HEARING -- Tuesday, Dec. 17 @ 7:00 p.m. County Court House  
CHESHIRE COUNTY DELEGATION MEETING -- following budget public hearing (8:00)

## MINUTES

### 1986 BUDGET PUBLIC HEARING

December 17, 1985

Cheshire County Courthouse

Attendance: Reps. - Arnott, Frink, Gordon, Johnson, Matson, Perry,  
Ramsay, Ridge, Schwartz, Scranton, Thompson

Chairman Gordon opened the meeting at 7:10 p.m. by explaining the budget procedure and layout. The County Commissioners, after hearing the requests of the department heads, put together the 1986 budget, and have now given it to the Executive Committee for its review. This hearing is to get public comment on the budget which the Executive Committee will consider along with further justification from the various department heads. Rep. Gordon asked for any comments from the Commissioners. Commissioner Adams explained that the total 1986 budget was down from the 1985 total, and that the amount to be raised by taxes has decreased by approximately 18% (4000) Rep. Arnott asked for an explanation of why the total had decreased, and what the true increase of the budget is if you consider the changes in County responsibilities. Commissioners Lane and Adams explained the changes in the Public Welfare Department through Senate Bill 1 which passed in the 1985 legislative session; changes in the court system for which the County will receive \$150,000 from (4020) the state in 1986; and said for there was a large surplus from 1985 which could be applied. Commissioner Adams said they had not worked out a figure for the true increase, but one could be determined for the Executive Committee. Rep. Thompson asked about wage increases for county employees and about Blue Cross Blue Shield fluctuations between departments. Commissioner Lane said the budget included a 5% merit raise, dependent on an evaluation, and a 3% COLA. There was discussion about certain employees who had moved up 2 or more steps and whether it was based on job reclassification. Rep. Arnott said the Executive Committee should require full justification from dept. heads for these raises.

Chairman Gordon asked for general public comments before the page-by-page review of the budget.

Bridget Hansel of Keene, President of the Monadnock League of Women Voters, requested a \$5,000 appropriation from the County to help support a household hazardous waste collection day which is being planned for the spring. The request for support had been made to the Commissioners and the Executive Committee by Rep. Schwartz without a specific amount, but now that the project has proceeded to the point of fundraising, the specific amount is being requested. Bridget Hansel explained that a site would be chosen in or near Keene where a licensed company would set up a facility to collect and package wastes brought there by any Cheshire County resident. Wastes would be transported to an appropriately designed facility, and would be kept out of local landfills in order to protect our groundwater quality. She said an extensive public education campaign would be necessary. The total cost for the project would be \$10,000-\$15,000, based on a set-up fee and per drum charges paid to the hauler. Other sources of funding include matching funds from the state, private donations, and a request for funding to the City of Keene. She said that this is a one time project, but to be successful it should be done on an ongoing basis. The first step is to make people aware of the problem, and discussions are under way as to whether these projects should continue at the state, county, or local level. Dave Holtt of Swanzy urged the County to support the project because there is currently no local means of disposing of these products, which pose a potential health risk.



Barbara Skully of Swanzev also spoke in favor of County support explaining that it would cost more to pay for clean ups than for appropriate means of disposal. Cooperation between the public and private sectors is important. Chairman Gordon read a letter of support for the project which he received from Rachel Laderman of the Rural Community Assistance Program. Bridget Hansel distributed information sheets about the project.

Sheriff Lysitt explained his request for equipment (4140.86) for a vehicle and videotape equipment recommended by the court for taping child abuse victims' testimony so they would not have to appear in court. He described the problems he is having in getting ammunition to be used for weapons firing certification.

Rep. Matson said the request for criminal investigation (4140.44) seemed low. Sheriff Lysitt explained that funds for that purpose are also included in the County Attorney's budget, but an \$800 figure would be more appropriate.

Rep. Thompson requested a justification for the 18% salary raise for the accounting clerk be made to the Executive Committee.

Rep. Thompson asked if the Public Welfare Dept. budget (4190.53-58) reflected the changes made by SBI. Commissioner Lane said it was a best estimate of what the county's portion would be. The numbers are based on past figures, but they are estimates.

Rep. Matson asked about staff changes in the department. Commissioner Adams said that after January 1, 1986, only Mimi Barber would be left in that department. Rep. Matson asked about state funding for SBI. Rep. Ramsay explained that it would be funded through the Health and Welfare Department budget.

Marshall Patmos of the Cooperative Extension Service said his operating budget request had decreased from 1985, but salaries have increased. Rep. Thompson asked about the reason for the significant decrease in Blue Cross Blue Shield (8360.01). Commissioner Adams explained that it is dependent on participation level so it can fluctuate.

Rep. Thompson asked about the decrease in SWNH Fire Mutual Aid state retirement (9080.13). Chief Callahan explained that the employer contribution had decreased with a state increase. He said the microwave system should be on line soon and described the problems in getting compatible parts. Some surplus equipment from New York was obtained along with help from the City of Keene, Public Works Dept., and Motorola. He was able to stay within the \$55,000 budgeted in 1985. Additional equipment would be needed in order to hook up to Maplewood.

Coordinator Drouin said Line 9100 should be \$155,176 for the 1985 budget, due to a typographical error.

Russ Calkins of the Cheshire County Conservation District said his full budget is \$18,000 but he is requesting \$13,000 from the County. The additional \$5,000 comes from revenue from service fees.



Rep. Arnott asked for information about HMO programs which provide similar coverage to Blue Cross Blue Shield with savings of at least 12%.

Rep. Matson asked why electricity (5150.61) had decreased from 1985. Superintendent Wilson explained that rate increases from Seabrook were not expected in 1986 and that the Honeywell system would improve efficiency.

Rep. Thompson requested Superintendent Wilson justify his outside services (5150.29) and equipment (5150.86) expenses to the Executive Committee.

Mr. Wilson said 5195.01 was probably a typographical error, and that there should be a 1 1/4 step increase.

Rep. Matson asked why there was a decrease in female corrections (6100.03). Mr. Wilson said it was included in outside services (6100.29). The part time employee could be on call full time when needed. She is trained and paid the same as male attendants, and is the first female in the state to receive a 100% grade in training.

Rep. Thompson asked about a capital reserve account. Mr. Wilson described the problems he is having with trucks and said he will request a transfer from the surplus for truck replacement. Profits go directly into the surplus and are not available for capital reserve. He will bring a proposal to the Executive Committee, but may need the full delegation to approve a transfer if the 1986 budget is not approved until March.

Mr. Wilson estimated a \$25,000 loss in revenue from rental of property. Rep. Matson said the Fish & Game Dept. had been interested in the property for a regional headquarters. The Commissioners said there had been some correspondence about it but no follow up.

Rep. Thompson asked about the status of the roof repair and building demolition. Commissioner Adams explained that there were problems because proper disposal of asbestos and oil tanks, estimated at \$17,000 and \$2,500 respectively, would be necessary.

Rep. Arnott asked about a job description for the proposed Administrative Assistant (4100.02). Commissioner Lane said it was being written by a professional labor councilor. Rep. Arnott requested a delineation of responsibilities and job functions. Commissioner Lane said they would be divided between the Courthouse Administrative Assistant and the new Controller at Maplewood.

Rep. Thompson asked about increases in police liability insurance and why they did not seem to be reflected in the Sheriff's budget. Coordinator Drouin said that 4140.94 includes auto insurance which offsets the increase in liability. The actual figures for the increase were not available before the budget was written but would be available for the Executive Committee. The changes in Blue Cross Blue Shield should also be ready for the Executive Committee.

Rep. Thompson asked that the detailed budget analysis be provided before the budget reviews so the delegation can get questions ready before their meetings with the department heads.

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Coordinator Drouin said that historically the delegation waited for the final audit before passing the budget in order to get a final figure for the surplus, but since there was confidence in this year's estimate of over \$900,000, there was really no need to wait until March.

Rep. Arnott suggested an additional line item in the delegation's budget for legal council to get an opinion on the authority of the Commissioners and the delegation over expenditures. Rep. Matson agreed that a legal opinion was needed. Rep. Schwartz referred to RSA 24:14 and the subsequent court rulings which state that county funds must be used for the purposes for which they were appropriated.

Rep. Arnott said the investigative committee's expenses for their review of the ramifications of eliminating the position of County Coordinator should also be included in the budget. Rep. Perry said he will ask the Executive Committee to include those expenses. The next meeting of the investigative committee will be on Monday, Dec. 30, 1985 at 2:00 p.m. at the Courthouse.

Public Hearing adjourned at 9:15 p.m.

Respectfully submitted,

Susan Schwartz, Clerk

MINUTES: Meeting of 17 December 1985

Investigative Committee of the Cheshire County Delegation

1. Chairman Perry opened the meeting at 4:05 p.m. at the Cheshire County Courthouse. Attendance: Representatives Perry (chair), Gordon (ex officio), Grodin, Matson, and Scranton. The following officers were elected: Matson, vice-chairman; Grodin, clerk.
2. It was agreed that the committee should request a budget ample to pay for both attorney's fees and sub-poena actions if necessary and to cover normal secretarial functions.
3. Matson moved, Scranton seconded, to enter into executive session as certain personalities were going to be discussed. Passed 3-1, Grodin voting in the negative. During executive session, factors relating personalities and anticipated budgetary requirements were discussed.
4. Open session having resumed, it was agreed it would be prudent to provide for the hiring of an attorney, although the committee plans to use the services of the county attorney so long as doing so will not cause conflict or overtax his office. Matson asked if a court reporter would be needed, and it was agreed that such services would probably not be needed, but that all concerned might feel comfortable with a tape back-up to the minutes.
5. Perry informed that he had written to the County Commissioners inviting them to come before the committee on an informal basis, but it was too early to expect a reply.
6. Matson moved, Scranton seconded, to request a budget of \$5,000.00, with the expectation it will not be necessary to expend such a sum. Passed unanimously.
7. The committee agreed that it desired to conduct its proceedings informally, using House rules and procedure as a guide.
8. The committee agreed to reconvene at 2:00 p.m., Monday afternoon, December 30, 1985, at the County Courthouse.
9. Mr. Ed O'Brien, County Attorney, at the committee's invitation, discussed procedures. He advised that there are no prescribed rules of procedure for such a committee. It can be as informal as it wishes, as it has a wide latitude.
10. The meeting was adjourned at 5:20 p.m.

Richard A. Grodin  
Clerk

MINUTES: Meeting of 30 December 1985

Investigative Committee of the Cheshire County Delegation

1. Chairman Perry opened the meeting at 2:03 p.m. at the Cheshire County Courthouse. Attendance: Representatives Perry (Chair) Gordon (ex officio), Grodin, Matson, Ramsay, and Scranton.

2. Correspondence: Chairman Perry wrote to the County Commissioners inviting them to testify before the committee and received an acceptance by letter of December 19 (Incl 1 to minutes).

3. Minutes: Moved Scranton, seconded Ramsey, to accept the minutes of the 17 December meeting as read. Passed unanimously.

4. Matson requested the committee immediately obtain legal counsel to represent it. Grodin demurred. Matson moved, Scranton seconded, that the committee obtain legal counsel. Ramsay recommended amendment to add the words "as needed." All agreed. The motion passed unanimously.

5. Grodin moved, Matson seconded, the the history of the county coordinator position as obtained by Representative Scranton from Executive Committee, Delegation, and Commissioners' records be made a part of the record of these proceedings. Passed unanimously. (Incl 2).

6. David E. Cheney, Chairman of the Cheshire County Commissioners, presented a detailed report (incl 3), with substantiating exhibits of the circumstances pertinent to the elimination of the position of county coordinator. In his verbal testimony, Commissioner Cheney offered his opinion and regret that the investigation resulted from poor communications on the part of the County Commissioners and also on the part of the county delegation. He stated he wished to end and rumor regarding the county office at the court house. The office is not being closed. Rather, the only function being moved to Westmoreland is the financial accounting; all other functions (presently being performed there) will remain in the courthouse. He then read from his prepared statement.

Ramsay said she had objections to getting into background and personalities and asked that the discussion center on the disestablishment of the position. She also asked:

- A. Would like to see a flow chart of functions being performed.
- B. Who is the assistant to the comptroller? And where does he work?
- C. What is the position of the assistant administrator/comptroller?

Cheney replied that the assistant to the comptroller would be at the courthouse and the assistant administrator/comptroller would be at Maplewood.

Cheney then outlined the personnel changes, as follows:

Presently in the Commissioners' Office: 1 coordinator, 1 switchboard op/secretary, 2 accounting clerks, 1 director of welfare, 1 case worker (under Senate Bill 1, case worker removed from county jurisdiction, and 1 secretary (who becomes the switchboard operator/secretary).

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Using the job description of the county coordinator, Cheney outlined the thrust of the functional changes, as follows:

A. Per se there will be no "business advisor" to the County Commissioners. The commissioners will seek outside advice when it becomes necessary.

B. The County Commissioners will be responsible for communications with other boards, officials, and delegations. Commissioner Cheney said he believed that this change will be an improvement, as the position of coordinator as outlined in the job description effectively acted as a curtain between the Commissioners and other boards, officials, and department heads.

Perry: Does not the power of a county employee stem from you?

Cheney: Look at the job description.

Perry: Why couldn't the problems of the "curtain" be changed by you?

Cheney: It could have been.

Matson: Why wasn't it?

Cheney: I take the responsibility. Commissioners Adams and Lane wished months ago to change the job description. I was trying to work within the bounds of that position. I recognized that the delegation wanted the position established, and it is my fault that I tried, perhaps too long, to maintain it. I wish to emphasize that all the functions of the county coordinator position will be performed under this reorganization except communications which we will do and business advice which we will be getting from outside.

Ramsay: I request a detailed flow chart when one is ready.

Cheney: We were afraid to go ahead, with this investigation pending, not knowing if the positions would be funded.

Matson: You've gone ahead on your own to do this.

Cheney: Look at the February 2, 1984, minutes and you will see that this action started as an administrative review.

Cheney: (Responding to question) The assistant administrator answers to Wilson on Maplewood and to the Commissioners on finance.

Matson: Wilson runs the jail and farm and now one-half person with added responsibilities. You mentioned that the other commissioners wanted to eliminate the coordinator position.

Cheney: They wanted to change the job description, it was far too broad.

Matson: It looks as if another empire is being built at Westmoreland as it was a few years ago. You've gone along with a consultant. Who's going to do the work? Something slipped up. No job descriptions. Where are we?

Ramsay: As you know, one of the reasons we wanted a coordinator was because of salaries. Those of us on the budget committee didn't have the data. We said to the commissioners that we couldn't handle salary considerations until we had the background data. We recognize the need to update such information. Who will do the statistical analysis needed for salary considerations? Do you see yourselves doing this?

Perry: Aren't you pretty much creating the same job all over again?

Cheney: The coordinator's job description was that of Frederick King of Coos County. There, the coordinator was in charge of everything.

7. Commissioner David Adams presented the committee with a prepared statement (Incl 4) He amplified this by saying it would probably "be a pleasure to get back and do some of the work ourselves." It is difficult, he said, to come in once a week and make intelligent decisions without being better informed.



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8. Commissioner Jane Lane presented the committee with a prepared statement (Incl 5) and emphasized a few points orally: The Smith, Batchelder, and Rugg report a year ago, in Section IV, page 11, speaks to the broad powers and recommends that the commissioners should look into that job description. It early became apparent to me that it should be changed. The county attorney pointed out that changes should be made. A decision was made regarding the computer to go with one computer and that one would be at Maplewood. It was never my intent to go back to the way business was done here years ago. I am sorry, however, that problems of poor communications have led to this situation.

9. County Coordinator Donna Drouin presented a list of dates and events which she amplified orally. (Incl 6) She requested to be sworn and was sworn by Stillman Rogers, JP. Her remarks were as follows: When I was hired I was given three objectives: A. Personnel analysis and wage scale, B. Bookkeeping and accounting systems, C. Computerization. The "Chinese Checkers" memo speaks to the problems of implementing these objectives. At a November 1984 meeting I was told to sit in a corner and be quiet. Wilson was told he was stonewalling. Cheney inquired as to what other counties were doing. I began to perceive problems. Not in my summary is an August 14 recessed meeting at 11:30 a.m. The Comptroller's job was reviewed and accepted and Jeffrey Titus hired. That job description was never surfaced at the courthouse.

Ramsay: What is your background and experience?

Drouin: BA, Keene State College, 1980, Magna Cum Laude. But the primary reasons for my hire were support work on the executive level in personnel and public employee contract law and budget.

Perry: Had anyone ever said your job description should be changed?

Drouin: It had been suggested, but no action was taken. I had suggested a monthly department heads meeting. This was started in early 1982, but discontinued in 1984.

10. Chairman Perry asked if anyone else wished to offer testimony. No one did.

11. Ramsay: I feel we should have legal counsel. Now that we have the exhibits, we need legal advice on the possible next steps.

12. Matson moved, Ramsay seconded, that the committee enter into executive session for purposes of discussing personnel to be considered by the committee. All members were polled and all responded affirmatively. Passed unanimously. During executive session, the committee considered the qualifications and experience of several attorneys who might be considered. After this, the committee agreed to return to open session.

13. Moved by Ramsay, seconded by Grodin, that the committee authorize the chairman to enter negotiations with an attorney who can advise the committee in an unbiased manner. Passed unanimously.

14. Moved by Scranton, seconded by Ramsay, to recess until 2:00 p.m., Monday afternoon, January 6, 1986, at the County Courthouse. Passed unanimously. The meeting recessed at 4:44 p.m.

Richard A. Grodin  
Clerk













